

# DLA ENVIRONMENTAL PROTECTION MANUAL



JULY 199I



**DEFENSE LOGISTICS AGENCY**  
**HEADQUARTERS**  
**CAMERON STATION**  
**ALEXANDRIA, VIRGINIA 22304-6100**

**DLAM 6050.1**

**DLA-WE**

**16 Jul 91**

**FOREWORD**

(Supplementation is permitted at all levels.)

Federal activities are required to comply with environmental standards in accordance with Executive Order **12088**, Federal Compliance with Pollution Control Standards, and specific environmental laws. DLA activities must comply with Federal environmental laws in the same manner and degree as non-Federal entities. An extensive body of regulatory material has been promulgated by the Environmental Protection Agency to provide specific standards and requirements for implementation of environmental laws. Heads of DLA field activities are expected to implement environmental protection programs to provide compliance with environmental requirements. This entails an understanding of applicable environmental regulatory requirements; periodic assessment of regulated activities or operations; compliance with various permitting, licensing, reporting, and other procedural requirements; and prompt correction of known deficiencies. Heads of GLA PSEs must also ensure that budget requests include sufficient funds to allow compliance with environmental regulatory requirements.

The objective of this manual is to summarize and highlight those regulatory requirements which are of primary concern to DLA activities and to provide guidance and direction on how to comply. The manual is divided into 10 chapters. The first chapter provides guidance on broad or generic issues, such as establishment of environmental committees, training of environmental officers, and processing of Notices of Noncompliance. Chapters **2** through **9** provide direction on specific areas of environmental regulatory control or legislation. Chapter **10** provides instruction on completion of the Federal Agency Pollution Abatement Project Report, which is completed on all projects planned or undertaken to correct an environmental deficiency. Each chapter of the manual is divided into five sections: Purpose, Background, Policy, Responsibilities, and Procedures. Section **1**, Purpose, sets forth the overall objective and regulatory focus of the chapter. Section **2**, Background, provides pertinent historical information concerning the evolution of regulatory or policy issues. Section **3**, Policy, states DLA environmental compliance policy. Section **4**, Responsibilities, provides essential environmental compliance responsibilities with an emphasis on Heads of DLA PLFAs which are managed by DLA. Section **5**, Procedures, summarizes critical and pertinent regulatory requirements and provides instructions and procedures for attaining compliance. It is emphasized that the manual is intended as an aid to Heads of DLA PLFAs and environmental officers who must be responsive to an extensive body of regulatory requirements. DLA environmental officials must also directly comply with statutory and regulator requirements, standards, and permit restrictions which may be applicable and nothing in this manual shall be interpreted as waiving those requirements. For the purposes of this DLAM, installation is defined as a fixed location together with its land, buildings, structures, utilities, and improvements and is controlled by a DoD component.

**DLAM 6050.1**

Any suggestions to improve this BLAM should be submitted through channels to HQ DLA,  
ATTN: DLA-WE.

**BY ORDER OF THE DIRECTOR**

  
GARY C. TUCKER  
Colonel, USA  
Staff Director, Administration

**DISTRIBUTION**

3; 52A; 72; 81

**COORDINATION: DLA-A, DLA-B, DLA-C, DLA-G,  
DLA-KS, DLA-L, DLA-LP, DLA-LR, DLA-O,  
DLA-P, DLA-Q, DLA-S, DLA-WW, DLA-WI**

ENVIRONEMNTAL PROTECTION MANUAL

TABLE OF CONTENTS

CHAPTER	TITLE	PAGE
1 .....	ENVIRONMENTAL COMPLIANCE .....	1-1
2 .....	SPILL PREVENTION AND RESPONSE .....	2-1
3 .....	DRINKING WATER PROTECTION .....	3-1
4 .....	WASTEWATER DISCHARGES .....	4-1
5 .....	AIR POLLUTION ABATEMENT .....	5-1
6 .....	HAZARDOUS WASTE MANAGEMENT .....	6-1
7 .....	RESOURCE RECOVERY AND RECYCLING .....	7-1
8 .....	POLYCHLORINATED BIPHENYLS (PCBs) .....	8-1
9 .....	DEFENSE ENVIRONMENTAL RESTORATION PROGRAM .....	9-1
10 .....	POLLUTION ABATEMENT PROJECT REPORT .....	10-1

## CHAPTER 1

### ENVIRONMENTAL COMPLIANCE

**1-1 PURPOSE.** To establish policies, assign responsibilities, and set forth procedures for the protection of the environment and compliance with environmental regulations and standards. This manual serves as DLA implementation of Executive Order (EO) 12088, Federal Compliance with Pollution Control Standards. Chapter 1 sets forth general Compliance directions applicable for **all** environmental media. This manual supersedes DLAR 1000.17, Protection and Enhancement of Environmental Quality; BLAR 1000.27, Solid Waste Management - Collection, Disposal, Resource Recovery and Recycling Program; and DLAR 6050.2, Storage and Disposal of Non-DoD-Owned Hazardous or Toxic Materials on DLA Installations.

**1-2 BACKGROUND.** All DLA activities are directed to comply with environmental laws and applicable pollution control standards by EO 12088. The principal environmental laws which govern aspects of DLA activities are the Toxic Substances Control Act (15 USC 2601), the Federal Water Pollution Control Act (33 USC 1251), the Safe Drinking Water Act (42 USC 300), the Clean Air Act (42 USC 7401), the Noise Control Act of 1972 (42 USC 4901), the Resource Conservation and Recovery Act of 1976 (42 USC 6901), the Comprehensive Environmental Response, Compensation, and Liabilities Act of 1980 (42 USC 9601 et seq.), and the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136). In addition to these principle laws, several additional environmental laws could occasionally affect DLA activities. The Environmental Protection Agency (EPA) and state agencies have published an extensive body of regulations and standards to implement these laws. DLA activities are responsible for being aware of these regulatory publications and for conducting their operations in compliance with them. This manual serves as an aid to DLA activities in identifying pertinent environmental requirements and the applicable DLA policy and operating procedures. It is expected that DLA activities will also refer to EPA and state regulations and standards as necessary.

#### 1-3 POLICY

a. DLA activities will actively protect and enhance the environment. All applicable environmental regulatory requirements will be complied with.

b. DLA activities will monitor and inspect operations on a routine basis and take such measures as necessary to ensure environmental compliance.

c. DLA activities will cooperate with Federal, state and local environmental agencies and provide environmentally-related information that is available, or can be obtained readily, and that is relevant to a determination of compliance with environmental requirements.

d. DLA activities will ensure that sufficient funds for compliance with pollution control standards are requested in activity budgets.

e. **DLA** activities shall, at locations outside the U.S., conform to the environmental laws and pollution control standards of general applicability in the host country, in accordance with Status of Forces Agreements and other applicable international agreements. DLA activities shall apply best management practices to ensure that human health and the environment at locations outside the **U.S.** are provided the same extent of protection **as** is furnished by U.S. law to comparable activities within the U.S.

f. DLA activities will include environmental considerations when planning major actions or decisions in accordance with procedures set forth in DLAR 1000.22, Environmental Considerations in DLA Actions in the United States; and DLAW 1000.29, **En**-vironmental Considerations in DLA Actions Abroad.

**1-4 RESPONSIBILITIES** (Responsibilities of DLA Headquarters Primary Staff Elements are set forth in detail in DLA-HSI, 5100.1, DLA Program for the Protection and Enhancement of the Environment.)

a. The Staff Director, Office of Installation Services and Environmental Protection, DLA (DLA-W) will:

(1) Administer the DLA Environmental Protection Program and prescribe overall policy for environmental matters.

(2) Provide technical assistance to field activities in environmental monitoring, regulatory interpretation, and compliance issues.

(3) Administer an environmental audit program to monitor environmental compliance by field activities.

(4) Chair the BLA Environmental Functional Panel.

(5) Represent the Director, DLA, on DoD and other external committees concerned with environmental protection, such as the Defense Environmental Policy Committee and the Armed Forces Pest Management Board.

(6) Monitor this manual and periodically update it.

b. The Executive Director, Directorate of Technical and Logistics Services, DLA (DLA-S) will:

(1) Provide guidance and policy relative to the disposal of hazardous material through the Defense Reutilization and Marketing System.

(2) Establish policy and oversee the management of the DoD Hazardous Material Information System (HMIS) and the Hazardous Technical Information Service (HTIS).

(3) Provide guidance to DLA Supply Centers regarding waste minimization in the management of specifications and standards documents for which DLA is the Integrated Material Manager.

c. The Executive Director, Directorate of Supply Operations, DLA (DLA-O) will provide policy on hazardous material management relating to receipt, inventory control, storage, quality control, handling, packaging and marking, transportation, and distribution control of DLA-managed items.

d. The Heads of DLA Field Activities will:

(1) Conduct operations and manage facilities in accordance with the policies and procedures of this manual.

(2) Appoint an individual to serve as point of contact for environmental matters with the responsibility of managing and coordinating all internal actions and programs in areas of interest that affect the environment.

(3) Comply with reporting requirements set forth in chapter 10 of this manual.

(4) Provide regulatory agencies proper access to any facility or activity to monitor compliance with applicable pollution control standards under their jurisdiction. Access will be limited only for reasons of national security or personnel safety.

(5) Ensure that personnel responsible for operating pollution abatement equipment or involved in environmental protection programs are properly trained and certified when required by regulatory authorities.

(6) For overseas activities, consult with DLA-W and develop best management practices as may be necessary to ensure that operations are conducted in a manner which is protective of human health and the environment.

(7) Comply with the Environmental Protection Program of the host activity in instances where the DLA activity is a tenant.

(8) Ensure that activities which are a tenant on a DLA-managed installations comply with environmental law and environmental permit requirements.

## 1-5 PROCEDURES

a. **DLA-Managed Activities.** This manual provides policy and procedures to DLA field activities which are subject to environmental regulatory control. The guidance is applicable to installations which are managed by DLA, i.e., DESC; DCSC; DPSC; DGSC; DDMT; DDOU; DDRW (Tracy and Sharpe sites); DDRE (New Cumberland site); DFSC Defense Fuel Support Points; DNSC-managed Defense National Stockpile Depots; the Defense Industrial Plant Equipment Facility- Atchison, KS; and the DNSC Jewel Bearing Plant Rolla, ND. The guidance is applicable to other DLA activities which are subject to environmental permits or regulations, such as DRMOs which store and manage hazardous waste and other DLA activities which generate hazardous waste. DLA activities which are tenants on DoD or GSA installations will comply with the environmental programs of the host activity.

b. **Contractor Locations.** Commercial entities engaged in contracts administered by DCMC are responsible for complying with environmental laws and regulations. DCMC does not provide technical oversight of contractor environmental compliance activities, as this is a responsibility of the contractor and the regulatory agencies. DCMC also does not provide technical oversight of environmental compliance of contacts at Government-Owned, Contractor-Operated (GOCOs) facilities. Environmental compliance at GOCOs is the responsibility of the contractor, the Government agency letting the contract, and the Military Service which owns the facility. At all facilities, DCMC employees will, during the course of performing their regular duties, be alert to

possible violations of environmental law, and will report these to the Administrative Contracting Officer.

c. Committees. DLA field activities which manage real property or which have mission responsibilities subject to significant regulatory concern will establish environmental coordination committees. These committees will serve to identify activity plans subject to environmental regulations and ensure that necessary coordination occurs. These committees **will** also review new or pending environmental regulations or DLA policy issuances which will affect field activity operations. These committees will be chaired by the base environmental officer and will consist of representatives of major staff elements subject to environmental controls. Membership will also include the facility legal council, public affairs officer, and Defense Reutilization and Marketing Officer (DRMO). Union representatives will be invited to attend. Meetings should be scheduled at least quarterly. This committee may also be used to serve as the activity Hazardous Waste Minimization Committee (chapter 6, paragraph 5-50 and the activity Emergency Planning and Community Right-to-Know Committee (chapter 2, paragraph 2-5c(2)).

d. Training. DLA environmental officers will attend the 2-week Basic Environmental Coordinators Course offered by the Army Logistics Management Center (ALMC) or other comparable Military Service training. Appropriate refresher training will be scheduled at least once every 3 years. DLA environmental officers will also take an appropriate course in the preparation of environmental documents under the National Environmental Policy Act.

e. Compliance

(1) General. DLA facilities and activities are to be conducted in accordance with applicable environmental law and implementing regulations. All DLA employees are to perform their duties in a manner which complies with applicable environmental laws and regulations. An employee who takes an action outside the performance of duties which violates an environmental requirement may be subjected to penalties under the law. Heads of DLA activities, through their designated environmental officer and supporting environmental protection committee, must assess ongoing activities and identify sources or operations which are not in compliance. These must be identified in accordance with reporting requirements in chapter 10 and promptly brought into compliance. Activity Heads must ensure that sufficient

funds are included in budget requests to allow compliance with environmental requirements.

(2) Permits. DLA activities will obtain construction and operating permits from environmental authorities in the same manner as other members of the regulated community.

(3) Payment of State Fees. DLA activities are authorized to pay all legitimate taxes and fees to which Federal agencies are subject. For example, DLA activities may pay reasonable service charges to state or local agencies for such services as processing environmental permit applications. Any questionable type of state fee, tax, or environmental penalty will be referred to the activity legal counsel or to DLA-W prior to payment.

(4) Compliance Agreements. EPA and authorized state agencies conduct periodic inspections of Federal agencies to determine compliance. Violations and deficiencies are brought to the attention of the inspected activity in a letter requesting corrective action. DLA activities which receive such letters will initiate prompt action to correct deficiencies. Violations which affect employee working conditions will be brought to the attention of the Safety and Occupational Health Office and Union representatives. More serious or long-term violations are submitted to the inspected activity in the form of a Notice of Noncompliance (NON) or Notice of Violation (NOV). DLA activities which cannot correct violations in a timely manner, which is considered to be in the order of 60 days, may be required to enter into a Federal Facility Compliance Agreement. The Compliance Agreement will include a remedial plan and compliance schedule for correcting deficiencies. Interagency Agreements (IAGs) with EPA Headquarters offices will be forwarded to DLA-W for action. DLA activities will forward copies of any NON, NOV, or other letter from a regulatory agency requesting corrective action to DLA-W upon receipt. Heads of DLA activities are authorized to negotiate and sign Federal Facility Compliance Agreements as necessary. Such agreements must be coordinated with DLA-W before they are executed.

f. Technical Assistance. Technical assistance is available to PLFAs from the sources described below:

(1) Technical assistance is available to DLA field activities from the U.S. Army Environmental Hygiene Agency (USAEHA). USAEHA services include consultation on regulatory standards, environmental monitoring, laboratory analysis, field

compliance visits, and various types of onsite consultative DLA field activities may contact USAEHA directly by telephone for advice.

Pesticide Hotline	DSN 584-3773 COM(301) 671-3773
Waste Disposal Instructions	BSN 584-3651
Spill Response Team	DSN 584-3816 or 584-3651

Requests involving field visits, laboratory support, or other services likely to involve cost to DLA will be forwarded to DLA-W for processing.

(2) Technical services and information are available from the HTIS and the HMIS, both of which are managed by Defense General Supply Center (DGSC). Services may be requested as follows:

**HTIS** 1-800-848-HTIS

Bibliographic search service  
Telephone responses to technical inquiries  
involving hazardous materials and waste  
Quarterly technical bulletin

**HMIS** DSN 695-3104  
COM (804) 275-3104

Identification, transportation, safety and health,  
and disposal information  
Quarterly data base publication on microfiche  
or CD-ROM



## CHAPTER 2

### SPILL PREVENTION AND RESPONSE

**2-1 PURPOSE.** This chapter identifies DLA's responsibilities, policies, and procedures for preventing, controlling, and responding to spills of oil and hazardous substances. It provides guidelines for preparing spill prevention and response plans and manuals, and for obtaining Coast Guard "Letters of Adequacy and Certificates of Adequacy." Emergency Planning and Community Right-to-Know issues and underground storage tanks are also explained. In the context of this chapter, spill means any release of oil or hazardous substances into the air, water, or soil. Oily or hazardous substances may refer to liquids, solids, or vapors.

#### 2-2 BACKGROUND

a. Federal agencies and others who are involved with the storage, processing, or transportation of petroleum products or other types of hazardous chemicals are required to develop and implement various plans or programs which would prevent the accidental release of a hazardous substance into the environment or properly respond to releases which may occur. The principal planning mechanisms addressed in this chapter include the following:

(1) Spill Prevention, Control, and Countermeasure (SPCC) Plan. EPA regulation 40 CFR 112, Oil Pollution Prevention, requires the development of engineering plans to prevent the release of oil into navigable waters of the United States. Within DLA, the requirement for a SPCC Plan extends to hazardous materials which could be released into the air, water, or ground. The SPCC Plan describes the specific equipment, structures, (e.g., dikes, curbs, valves) operating procedures, security measures, and maintenance that will prevent spills. In accordance with DLA policies set forth in this manual, these plans are to be developed to prevent the release of both oil and hazardous substances.

(2) Installation Spill Contingency (ISC) Plan. EPA regulation 40 CFR 300, National Oil and Hazardous Substances Contingency Plan (NCP), includes guidance and procedures for responding to releases of hazardous substances. In cooperation with this na-

tional strategy, each Federal agency must develop an ISC plan. This plan provides specific procedures that a facility will use to respond to releases of oil or hazardous substances. It designates responsible personnel and contains detailed protocols for notifying the authorities, alerting the public, mobilizing resources, protecting people and property, and cleaning up and removing harmful releases. The ISC plan is intended to address the emergency response to a release of oil or a hazardous substance. The long-term investigation and remediation of contaminated property is set forth in chapter 9, Defense Environmental Restoration Program.

(3) Emergency Planning and Community Right-to-Know Plan. The Emergency Planning and Community Right-to-Know Act was enacted as Title III of the Superfund Amendments and Reauthorization Act (SARA). The purpose of Title III is to protect the public from toxic chemical releases and to provide local citizens with information concerning potential chemical hazards present in their communities. Title III was enacted in response to the catastrophic release of toxic chemical plant vapors in 1984 at Bhopal, India. The law provides for the establishment of state emergency planning commissions and local emergency planning committees. Facilities which process or store designated amounts of hazardous materials are required under **40 CFR 355, Emergency Planning and Notification**, to designate a facility emergency coordinator to work with the local planning committee and to provide various reports and inventories. The state and local planning committees must also be promptly notified in the event of a release of a reportable quantity of an extremely hazardous substance as listed in **40 CFR 355**.

(4) Underground Storage Tank Program. Underground storage tanks are known to be susceptible to leaks from many causes, including installation mistakes, piping failures, spills, overfills, and corrosion which occurs when unprotected steel is buried in the ground. The EPA program to protect the public health from these kinds of releases is set forth in **40 CFR 280, Underground Storage Tanks**. Requirements are established for owners and operators of un-

derground storage tanks regarding leak detection, corrosion protection, spill and overfill protection, recordkeeping, reporting, and closure actions. New tanks must be designed to retain structural integrity for their operating life and installed and repaired using nationally recognized standards. For existing tanks, schedules are established for phasing in release detection, corrosion protection, and spill and overfill protection based on the age of the tank.

(5) Marine Pollution Control Program. Marine terminals such as some DLA Defense Fuel Support Points (DFSPs) that handle oceangoing ships must be capable of receiving oily ballast water. This requirement is established under the International Convention for the Prevention of Pollution from Ships (2 November 1973), as modified by the Protocol of 1978 (17 February 1978), and is collectively referred to as the MARPOL Protocol. A Certificate of Adequacy issued by the Coast Guard is used to verify that the terminal has adequate ballast reception facilities. The purpose of the MARPOL agreement is to prevent the need for vessels to discharge oily ballast into the ocean. The Federal regulations that apply are 33 CFR 151 and 158.

### 2-3 POLICY

a. Oil or other hazardous substances will not be discharged into ground or surface waters, air, soil, or in a manner which is not allowed by regulatory authorities.

b. Spill Prevention, Control, and Countermeasures Plans and Spill Contingency Plans will be developed and updated at least once every 3 years for DLA activities which could experience an accidental release of oil or hazardous substances.

c. DLA activities which are tenants on Federal or commercial facilities will cooperate with spill response planning programs of the host activity.

d. Spill Prevention Control and Countermeasures Plans prepared for DLA facilities will address potential releases of both oil and hazardous materials in accordance with the procedures and criteria set forth in this chapter.

e. Accidental releases of reportable quantities of oil or hazardous substances will be immediately reported to regulatory authorities under the National Contingency Plan (NCP) and to Emergency Planning Committees established under Emergency Planning and Community Right-To-Know Programs.

f. DLA-managed facilities will establish Emergency Planning Programs which are comparable to the

extent practicable to community programs established under the Emergency Planning and Community Right-To-Know Act.

g. DLA SPCC Plans will address environmental releases which may occur during catastrophic events, such as a major warehouse fire.

h. DLA activities may enter into cooperative agreements with local fire and hazardous materials spill response agencies.

i. Underground storage tanks owned or managed by DLA will be periodically monitored for leaks.

### 2-4 RESPONSIBILITIES

a. Commanders of PLFAs will:

(1) Ensure that the policies and procedures in this chapter are adhered to.

(2) Implement plans for preventing, responding to, controlling and reporting spills.

(3) Respond to spills in an appropriate manner consistent with acceptable guidelines.

(4) Periodically test the effectiveness of the SPCCP and the ISCP.

(5) Ensure that appropriate personnel are properly trained.

(6) Budget sufficient funds for spill prevention and response projects.

b. The Commander, Defense Fuel Supply Center, in addition to responsibilities set forth in paragraph 2-3b above will:

(1) Use the best available technology for monitoring for leaks in bulk underground storage tanks.

(2) Provide deballast facilities at Defense Fuel Support Points serviced by oceangoing ships as provided for under the MARPOL Protocol.

### 2-5 PROCEDURES

a. Criteria for Spill Prevention Control and Countermeasures (SPCC) Plan. Every installation where any of the following criteria apply must prepare a SPCC plan as well as an ISC plan. The host activity is responsible for preparing and inventorying the plans. Tenant activities will cooperate with the host program and lend appropriate support.

(1) Aggregate aboveground oil storage is greater than 1,320 gallons.

(2) A single aboveground oil storage tank is greater than 600 gallons.

(3) Total underground oil storage is greater than 42,000 gallons.

(4) The total quantity of any hazardous substance stored is 10 times greater than the reportable quantity or if the threshold planning quantity of any EPA-listed extremely hazardous substance is stored. A list of reportable quantities is contained in **40 CFR 302** and Appendix I of AEHA TG-136, Hazardous Waste Management. Threshold planning quantities for EPA-listed Extremely Hazardous Substances are set forth in **40 CFR 355**.

b. General SPCC Guidance. General guidelines for preparing an SPCC plan are summarized below. Additional guidance is set forth in **40 CFR 112**.

#### (1) Spill Containment

(a) The SPCC plan must identify all sites where a liquid spill of oil or hazardous substances, or release of toxic vapors or fumes could reasonably be expected to occur. The SPCC should describe the sites, the type and quantity of materials stored, the compatibility of the stored materials, and the size and type of containers. For each site, the plan should predict the expected direction of flow, or dispersion, the rate of flow, or dispersion, and the maximum quantity that could spill or be released.

(b) Appropriate secondary containment measures or diversionary structures must be discussed in detail. Containment systems should be capable of collecting and holding the entire contents of the largest single tank inside the system and have sufficient freeboard to allow for precipitation (rain or snow). Some specifics dealing with secondary containment are outlined below:

(1) Containment for multiple containers of hazardous waste must be sufficient to hold 10 percent of the volume of the hazardous waste or 100 percent of the volume of the largest container, whichever is greater. Do not allow containers to sit in spills or accumulated leaks; store drums on pallets if necessary..

(2) Permanent, self-contained buildings with impervious floors and floor/wall abutments, or with floor trenches or drains connected to a holding sump, provide adequate secondary containment for drum storage..

(3) Tank trucks and railroad tank cars do not require secondary containment unless they are used for storage, that is, unless they are immovable.

(4) When secondary containment structures are not practical for the containment of oil and hazardous substances (excluding hazardous waste), this should be clearly demonstrated within the SPCC plan, and dealt with in the spill contingency plan,

#### (2) Drainage

(a) Drainage from diked storage areas should be controlled by manually operated open-and-close valves or the like which are normally sealed closed. Rainwater collected within the diked areas must be inspected and any contamination must be cleaned up prior to the release of any water. A record of each release will be maintained, and any contamination will be noted in the record.

(b) Drainage from undiked areas should be intercepted, if possible, by ponds, lagoons, or catchment basins.

#### (3) Storage Tanks and Containers

##### (a) General

(1) The tank or container must be compatible with the fluid stored.,

(2) To avoid spills while filling Barge bulk storage or hazardous waste tanks, appropriate fail safe features should be considered; these include high liquid level alarms or pump shut offs, direct communications between tank gauger and pumping station, and automatic level readouts. For smaller storage tanks filling should take place, if possible, only when the tank can accept a full truck load,

(3) Internal steam coils in POL tanks will be monitored for leakage or, where appropriate, discharged directly into a skimming device,

##### (b) Aboveground Tanks

(1) All tanks, appurtenances, and containment systems will be visually inspected for leaks at least once per month; tanks and containers of hazardous waste will be inspected at least once per week,

(2) Aboveground tanks will be subject to periodic integrity testing using such techniques as hydrostatic pressure testing, internal inspections, or nondestructive shell thickness testing,

(c) Underground Tanks must be tested and monitored in accordance with **40 CFR 280** and applicable state or local regulations.

#### (4) Bulk Pipeline Transfer Operations

(a) Buried pipelines will be wrapped and coated to reduce corrosion, and cathodic protection must be provided if soil conditions warrant. When a section of buried pipeline is exposed, it must be inspected for corrosion. Corroded areas should be scraped down to bare metal and repainted.

(b) Pipeline terminal connections will be capped or blank flanged and marked if the pipeline is not in service or is in standby service for a long period.

(c) Pipeline supports will be designed to minimize abrasion and corrosion, and will allow for expansion and contraction.

(d) All aboveground valves and pipelines will be inspected on a scheduled basis. Annual pressure testing is warranted in areas (e.g., near water) where a failure would lead to a major spill.

(e) Drivers entering the facility will be warned verbally or by posted sign of vulnerable aboveground piping.

**(5) Railroad Car and Tank Truck Loading/Unloading Racks**

(a) The loading/unloading rack area will have a quick drainage and containment system which will hold the maximum capacity of the largest compartment of the tank trucks or rail tank cars that operate at the facility.

(b) Warning lights, signs, or physical barriers will be provided in the loading/unloading rack area to prevent vehicles from departing before the transfer lines are disconnected.

(c) Drains and outlets on rail cars and tank trucks will be checked for leakage before and after loading/unloading operations.

(6) Inspections. All potential spill sites where oil or hazardous materials are stored or handled must be inspected frequently on a regular basis. Specific inspection procedures and schedules must be described in the SPCC plan. The inspection results must be recorded in a permanent record (e.g., bound notebook) and kept on file for at least 3 years. At hazardous waste facilities, areas subject to spills, such as loading and unloading areas, must be inspected daily in accordance with 40 CFR 264.

**(7) Security**

(a) Installations or individual sites that store or handle oils and hazardous substances will be secured to prevent unauthorized entry. Entrance gates must be locked or guarded when the facility is unattended. Any valves which allow the direct emptying of a tank to the environment must be locked closed when not operating. Similarly, the starter controls on all pumps should be locked in the off position or electrically disconnected when not in use.

(b) Lighting will be commensurate with the type and location of the facility. It must be sufficient to allow discovery of spills at night and to discourage vandalism.

(8) Training. Personnel will be properly instructed in the operation and maintenance of equip-

ment to prevent discharges and in the applicable pollution control laws, rules, and regulations. Spill prevention briefings for operating personnel will be conducted at least once per quarter. A record of training will be maintained.

(9) Review and Amendment. The installation will review and evaluate the SPCC plan at least once every three years and whenever there are any significant changes in facility design or operations. The amended SPCC plan must be recertified by a Licensed Professional Engineer.

b. Installation Spill Contingency (ISC) Plan. General guidelines for preparing an ISCP are presented below. Consult 40 CFR 109, 40 CFR 300 and the National Response Team's "Hazardous Materials Emergency Planning Guide" for additional guidance. Also, see AEHA Environmental Quality Information Paper No. 12, Oil and Hazardous Substance Spill Plans.

(1) Emergency Contacts. Persons and agencies to be contacted must be listed in a discrete section of the ISC plan. Examples of who should be listed are as follows: spill response team leaders and members, cleanup contractors, police and fire department, the Coast Guard, the Chemical Transportation Emergency Center (800-424-9300), the USAEMA Hazardous Substance Spill Response Team (DSN 584-3554/2024/4375), the National Response Center (800-424-8802), the local Emergency Response Committee, and the State Emergency Response Commission. In addition, most states have a 24-hour emergency response telephone line.

(2) Initial Response Action. Describe the actions that should be taken when a release is first discovered. The person who discovers a release should stop the flow if possible, report the release through his immediate supervisor to the installation on-scene coordinator, and contain the release using whatever means are available. At sites where untrained individuals may discover a spill, a placard will be posted to indicate the spill emergency telephone number and the spill response action. Leaks and minor spills which are contained and cleaned up by the first person on the scene or by the supplier should be reported so that appropriate action can be taken to correct the deficiency or malfunction which caused the discharge.

**(3) Installation Spill Response Team**

(a) Installation on-scene coordinator. The ISC plan will designate an installation on-scene commander. This individual is responsible for coor-

minating the activities of the installation response team during the containment, control, and cleanup of a spill. The on-scene coordinator determines whether a spill is reportable and ensures that the appropriate state and Federal authorities are advised. The installation on-scene coordinator is the prime point of contact in the event of a spill.

(b) Installation Response Team (IRT). The Installation Spill Contingency Plan will specify the composition of the IRT, identifying individuals wherever possible. The installation on-scene coordinator is in charge of the IRT. The Installation Spill Contingency Plan should identify a preplanned location for an installation response operations center and provide for access to a reliable communications system for directing the coordinated overall response actions. Key elements of an effective IRT include:

- (1) Facility Engineering
- (2) Fire Department
- (3) Security
- (4) Environmental Office
- (5) Safety Office
- (6) Health Clinic
- (7) Public Affairs Office

(4) Resources. Identify the quantities and locations of manpower, equipment, and materials that are available on the installation to contain and clean up a spill. Indicate also the availability of resources from nearby DoD installations and private cleanup contractors and any arrangements made with local sources for mutual assistance.

(5) Reporting Procedures

(a) The installation on-scene coordinator will determine whether the release should be reported to appropriate Federal, state, or local authorities. Reportable releases must be reported immediately, by telephone, to the National Response Center (NRC). Releases that could affect persons outside the installation must be reported by telephone to the local Emergency Planning Committee and the State Emergency Planning Commission.

(b) A subsequent written report must be submitted to the local committee and state commission, but not to the NRC, as soon as practicable after the telephone report. In addition, notify the DLA Environmental Office (DLA-W) of any reportable spills by submitting DLA Form 1685, Oil and Hazardous Substance Spill Report.

(c) A subsequent written report must be submitted to the EPA Regional Administrator under the following circumstances:

(1) Within 60 days after a single large oil discharge (1,000 gallons or more). In addition, if two smaller reportable oil spills (less than 1,008 gallons each) occur within a 12-month period, a report must be filed within 60 days after the second spill,

(2) Within 15 days after a reportable discharge of a hazardous waste from a hazardous waste treatment, storage or disposal facility (40 CFR 26.4). For other reportable hazardous substance spills, the EPA will determine the need for a written incident report on a case-by-case basis,

(d) The reportable quantity for oil on surface water is a "visible sheen." Reportable quantities of CERCLA hazardous substances are listed in 40 CFR 302. Reportable quantities for SARA Title III extremely hazardous substances are listed in 40 CFR 355. If in doubt, report.

(6) Spill Response Procedures. This section outlines response procedures for each type of spill, i.e., aboveground oil spill, underground oil leak, PCB transformer leak, pesticide spill, etc. Although the actual response will vary on the location and the magnitude of the spill, the method of response should be the same. The type of information to be provided should include special precautions (for example, no smoking or open flames), protective equipment to be worn or used, and instructions on how to contain and cleanup spills and dispose of wastes.

(7) Training. The IRT members and other appropriate personnel will receive spill response training that includes practical exercises under professional direction. Because of quantities of hazardous materials in storage, IRT members at DDOU, DDMT, and DGSC will receive 40 hours of such training annually. Training requirements set forth in 29 CFR 1910.120 also apply. In addition, DFSC environmental coordinators and superintendents of GOCO DFSPs must complete a 40-hour course on oil spill control.

(8) Plan Review and Amendment. The Installation Spill Contingency Plan will be reviewed and evaluated at least once every three years or whenever the plan fails under emergency or training conditions or whenever there is a change in applicable regulations; change in design construction, operation, or maintenance at a potential spill site that could materially increase the chance of a release; change of

installation on-scene coordinator or IRT members; or change in available response equipment.

(9) Catastrophic Releases. Installation Spill Contingency Plans must address all types of potential releases including catastrophic releases. An example of a potentially catastrophic release would be a major warehouse fire involving toxic vapor emissions and toxic fire-fighting runoff. In addition, contingency plans for hazardous waste facilities must address hazards to human health or the environment from fires, explosions, or any unanticipated sudden or non-sudden release to air, soil, or surface water (Subpart D of **40 CFR 264**).

#### c. Emergency Planning and Community Right-To-Know

(1) DLA-managed activities will establish Emergency Planning and Community Right-To-Know Programs, or Title III Programs, which are comparable to the extent practicable to the local programs established under Title III. DLA activities are not required to comply with the procedural requirements established under Title III, such as reporting requirements. This means that inventories, lists of materials, and annual reports need not be submitted. However, DLA activities will appoint representatives to community planning committees as appropriate and ensure that these groups are notified of any DLA spill in excess of the reportable quantity.

(2) DLA-managed activities will establish Emergency Planning Committees analogous to the Title III committees established by local civilian communities. The committee will be chaired by the environmental officer and will include representatives from the safety and health office, facility engineer, security office, fire department, DRMO, and activities which store, use, or generate oil or hazardous substances. The committee will generally be responsible for coordination of PLFA planning for spills and releases of hazardous substances into the environment, including releases which might occur during catastrophic incidents such as a major warehouse fire. The committee will also:

(a) Establish procedures for receiving and processing requests for information.

(b) Ensure that SPCC and installation spill contingency plans address all sites at which a catastrophic release of hazardous substance could occur.

(c) Maintain an inventory of sites at which MSBS chemicals are stored on base. Ensure that this inventory is updated annually.

(d) Meet at least annually to review and update emergency plans.

(3) Emergency Notification is a key element of Title III Programs. Emergency plans should address all types of environmental releases, including releases to the air, surface water, groundwater, and soil. The installation spill contingency plan will provide for immediate notification to state emergency response commissions, local emergency planning committees, and other affected community members, as appropriate, wherever reportable quantities of hazardous materials are released. Hazardous materials include any substance listed by EPA in **40 CFR 355** or **40 CFR 302**. A written follow-up notice is also required.

(4) Contractor-operated Government facilities (e.g., DFSPs, DIPEF and DNSS Rolla) must, by law, fully comply with all appropriate aspects of Title III, including reporting requirements and other procedural requirements established under the Act. This means that inventories, lists of materials, and annual reports will be submitted to states or local emergency planning committees. These activities will appoint representatives to local emergency planning committees where appropriate. Further, these activities will fully notify local emergency planning committees in the event of a DLA release that might result in exposure to persons outside the BLA fenceline.

(5) Regulations that apply include **40 CFR 355** and **40 CFR 370**. In addition, the National Response Team has published the "Hazardous Materials Emergency Planning Guide." The EPA has established an information hotline; call **1-800-535-0202**. Various publications are available from EPA.

#### d. Underground Storage Tanks

(1) Facilities with underground storage tanks are required by law to manage tanks in an environmentally sound manner and to take measures to protect the quality of groundwater resources. In most cases, this means developing a program of leak testing, soil monitoring, groundwater monitoring, and inventory reconciliation or some combination thereof in accordance with RCRA and various state laws.

(2) Tanks that store heating oil for use on the premises are not covered by the Federal law.

(3) EPA's 8 November 1986 rule on notification, at **40 CFR 280**, required owners of existing tanks to notify their designated state or local agencies by 8 May 1986. Notification for new tanks is required within 30 days after the tanks are installed. An expanded, comprehensive version of **40 CFR 280** that

covers all aspects of underground tank construction and management was published on **23 September 1988**. Technical standards in the new rule do not cover field-constructed tanks (e.g., large bulk fuel tanks); with regard to technical standards, EPA has deferred the regulation of these tanks until some undetermined future time.

(4) A growing number of states now have their own laws with implementing regulations. It is expected that the state regulations will be more stringent than the Federal regulations.

(5) Underground tanks will be included in the installation SPCC Plan and the ISC Plan.

(6) Underground storage tanks may not be abandoned to avoid regulation. Storage tanks may be closed by either removal or by leaving them in place after they are drained, cleaned, and filled with an inert substance. Regulatory authorities must be

notified 30 days before action is taken to close out an underground tank.

e. Oil Pollution Prevention Operations Manual (OPPOM)

(1) Oil terminals (DFSPs) that transfer fuel to or from barges or ships will develop and maintain an OPPOM in accordance with **40 CFR 154**.

(2) A Letter of Adequacy (indicating Coast Guard approval of the OPPOM) must be attached to the OPPOM.

(3) All fuel transfers that involve ships or barges will be conducted in accordance with the procedures in the OPPOM.

f. MARPOL Protocol Compliance. Oil terminals (DFSPs) that handle oceangoing ships larger than **400** gross tons will obtain a Certificate of Adequacy from the Coast Guard in accordance with the international MARPOL agreement and **40 CFR 158**.

## CHAPTER 3

### DRINKING WATER PROTECTION

**3-1 PURPOSE.** This chapter identifies requirements and responsibilities for the protection of drinking water quality at DLA installations and compliance with rules and standards issued under the Safe Drinking Water Act (SDWA). This chapter provides guidance and procedures for compliance with the National Interim Primary Drinking Water Regulations (NIPDWR)(40 CFR 141) and the National Secondary Drinking Water Regulations (40 CFR 143).

#### 3-2 BACKGROUND

a. By definition, DLA-managed facilities are public water systems because they either collect, treat, and distribute potable water for consumption or they own their own distribution systems but purchase their drinking water elsewhere. Although NIPDWR was written for public water systems, it excludes those systems which only distribute purchased water from the requirements of sampling, testing, recordkeeping and reporting. Thus, most of the DLA-managed supply centers and depots, which could be classified as purveyors of water, are not bound by these Federal requirements; however, they are still responsible for the operation and maintenance of their water distribution systems. Defense Fuel Support Points (DFSPs), Defense National Stockpile Depots (DNSDs), and other managed activities which do not have the minimum 15 service connections or serve an average of 25 people, do not qualify as public water systems. Consequently, they are exempt from these Federal regulations.

b. This chapter provides guidance and assistance in complying with the above Federal drinking water regulations. At present, most states (excluding Indiana, Wyoming and the District of Columbia) have primacy over their respective drinking water programs. This means that in most states the local drinking water regulations are at least as stringent and may be more stringent than the Federal regulations. Thus, additional sampling, testing, recordkeeping and reporting may be required by state regulations.

#### 3-3 POLICY

a. DLA activities which operate public water systems will assure compliance with Federal guidelines for public water systems and state standards and guidelines which may be applicable.

b. DLA personnel responsible for the operation of a drinking water plant will have the appropriate operator certification as specified by regulatory authorities.

#### 3-4 RESPONSIBILITIES. DLA activities which operate public water systems will:

a. Periodically monitor water quality and ensure that drinking water standards are maintained.

b. Maintain a cross-connection control program to protect the potable water system from backflow contamination.

c. Ensure that water system operators receive adequate training and required state certification.

d. Comply with administrative and operational procedures in this chapter.

#### 3-5 PROCEDURES

a. Public Water Systems. The Federal and state drinking water regulations are applicable to any publicly- or privately-owned system that provides piped water to the public for human consumption if such system has at least 15 service connections or serves an average of at least **25** individuals daily at least 60 days out of the year. These are referred to as public water systems. Included here are any collection or pretreatment storage facilities which are used primarily in connection with such systems. For regulatory purposes, public water systems are divided into three categories: community, noncommunity, and nontransient noncommunity water system (NTNCWS). A community water system serves at least 15 service connections used by year-round residents, or regularly serves at least **25** residents. A noncommunity water system serves a transient population; for example, a highway rest stop. A NTNCWS serves at least **25** of the same people over a 6-month period; for example, a school or a factory.



b. **Water Quality Criteria.** Based on various health studies, limits have been placed on certain contaminants. These limitations are called Maximum Contaminant Levels (MCLs), and are the highest permissible concentrations of a particular substance in water. MCLs have been established for the various organic and inorganic chemicals, turbidity, microbial contaminants, and radiological particles. MCLs for specific contaminants are set forth in **40 CFR 141** and **40 CFR 143**.

c. **Surface Water Treatment.** The Surface Water Treatment Rule (SWTR) became effective in December 1990. This rule covers all public water systems using surface water or groundwater under the direct influence of surface water. The rule states that all surface water must be disinfected; also, all surface waters must be filtered unless certain stringent water quality source requirements such as disinfection procedures are met. Monitoring requirements, MCLs for turbidity, and disinfection measures depend on whether filtration is performed and the type of filtration used.

#### d. Sampling Requirements

(1) Routine sampling refers to the regularly repeated sampling taken at the entrance to and other points which are representative of the conditions within the distribution system. Table 1 summarizes the location and frequency of the routine sampling required for each contaminant category. Note that the monitoring requirements vary between the community and noncommunity system and between surface and groundwater sources.

(2) Whenever a routine sample analysis indicates that an MCL has been exceeded, check sampling is required in addition to the routine sampling program. The check sample allows confirmation of the routine sample results. The number of samples and the frequency of sampling vary according to the particular contaminant. Whenever a coliform bacteria check sample is required, the location from which the sample was taken cannot be eliminated from future routine sampling without prior approval from the state.

**TABLE 3.1 - Sampling Guidance**

<u>Monitoring Requirement</u>	<u>Location of Samples Taken</u>	<u>Frequency (Community System)</u>	<u>Frequency (Noncommunity system)</u>
Inorganics	At the consumer's faucet	Systems using faucet water: EVERY YEAR Systems using groundwater only:	STATE OPTION  EVERY 3 YEARS
Organics	At the consumer's faucet	Systems using surface water: EVERY 3 YEARS Systems using groundwater only:	STATE OPTION  STATE OPTION
Turbidity	At the point(s) water enters distribution	Systems using surface water: DAILY Systems using groundwater only: STATE OPTION	Systems using surface or surface and groundwater: DAILY Systems using groundwater only: STATE OPTION

TABLE 3.1 • Sampling Guidance (Cont'd)

Monitoring <u>Requirement</u>	Location of <u>Samples Taken</u>	Frequency <u>(Community System)</u>	Frequency <u>(Noncommunity system)</u>
Coliform Bacteria	At the consumer's faucet	Depends on number of people served by the water system	ONE PER QUARTER (for each quarter water is served to public)
Radiochemicals (Natural)	At the consumer's faucet	Systems using surface water: EVERY 4 YEARS Systems using groundwater only: EVERY 4 YEARS	STATE OPTION
Radiochemicals (Man-made)	At the consumer's faucet	Systems using surface water serving populations greater than 100,000: EVERY 4 YEARS All other systems: STATE OPTION	STATE OPTION

e. Organic Sampling Requirements. Community water systems and nontransient community water systems are subject to organic sampling requirements. Exemptions are available for systems serving fewer than 150. These are treated as complying if a letter is sent to the state specifying that the system is available for sampling. When exemptions are not applicable, samples must be taken quarterly of each ground and surface source and a running average of each VOC calculated. Composite samples of up to five sources are allowed. The governing regulatory agency may reduce the number of samples required for ground waters if the regulated VOCs are not found in the first round of samples.

f. Nonregulated Organic Sampling Requirements. Systems will be monitored for nonregulated organics to ensure that contamination does not occur from such sources. An initial round of sampling will consist of one sample for groundwater sources or four quarterly samples for surface water sources. Composite samples of up to five sources are allowed. Follow-up samples will be collected every 5 years. Systems serving fewer than 150 connections are treated as complying if the systems send a letter to the state specifying that their system is available for sampling.

g. Total Coliform Sampling Requirements. Total coliform sampling requirements are as follows:

Population Served	Minimum Number of Routine Samples Per Month
25 to 1,000	1
1,001 to 2,500	2
2,501 to 3,300	3
3,301 to 4,100	4
4,401 to 4,900	5
4,901 to 5,800	6
5,801 to 6,700	7
6,701 to 7,600	8
7,601 to 8,500	9
8,501 to 12,900	10

h. Testing. Most of the testing required by NIPDWR must be conducted by a laboratory certified by the regulatory agency; however, two tests, turbidity and free chlorine residual can be performed by a person found acceptable to the state. The free chlorine residual test is a substitute test for the coliform analyses when chlorine disinfection is used.

Although this test cannot be substituted for all coliform tests, it can be used for **75** percent of them, if approved by the state. The only approved method for determining chlorine residual is the DPD method. Color comparator test kits may be used for this purpose.

i. Recordkeeping. NIPDWR requires that each public water system maintain records of sample analyses, written reports, variances or exemptions, and actions taken to correct violations. The information provided with the chemical and bacteriological records should include:

- (1) Date, place, and time of sampling, and the name of the person who collected the sample.
- (2) Identification of sample (routine or check, raw or process water, or special purpose sample).
- (3) Date of analysis.
- (4) Laboratory and person responsible for performing analysis.
- (5) Analytical technique/method used.
- (6) Results of analysis.

The type of records and the length of time that these records must be kept is outlined below:

#### Maintenance of Records

<u>Record</u>	<u>Minimum Years of Retention</u>
Bacteriological Analysis	<b>5</b>
Chemical Analyses	<b>10</b>
Written reports such as sanitary surveys, engineering reports, etc.	<b>10</b>
Variances or exemptions	<b>5</b>
Action taken to correct violation	<b>3</b>

j. Reporting Procedures. Under the SDWA, there are two general categories of reports, i.e., reporting to the state and reporting to the public. Reporting to the state encompasses not only violation reports but also the results of routine and check sampling. All regulated drinking water analyses must also be submitted to the installation medical authority for review and analysis and to the Commander USAEHA, ATTN: HSHB-ME-W. Violations will be concurrently reported to DLA Headquarters, ATTN: DLA-WE (DSN **284-6124**).

k. Operator Certification. Certification of drinking water plant operators is strictly a state function. Specific information dealing with this matter can be

obtained directly from the appropriate state drinking water authority.

#### 1. Operational Guidelines for Distribution Systems

(1) It is the duty of each distributor of potable water to ensure that the purity and palatability of the water should not be impaired by defects in the distribution system. In general, this means that:

- (a) The distribution system should not leak.
- (b) Its various mains and branches should not be submerged in surface or groundwater.
- (c) Dead-end mains should be minimized to ensure effective circulation of the water.
- (d) At crossover points, water mains should be laid above the elevation of sanitary sewers, while along parallel paths they should be separated by a minimum horizontal distance of **10** feet.
- (e) Updating maps as changes are made.

(2) Cross-connections. No interconnection between the potable water system and any other device, equipment or system which will allow backflow and contamination of the water system is permitted. Each installation should organize a program of instructions, inspections, and improvements to detect a removal of all potential or existing cross-connections, and to ensure that proper measures (e.g., air gaps and back-flow prevention devices) are taken to prevent back siphonage. Only through routine inspection and periodic survey can existing and potential hazards be controlled and eliminated. Guidance for a cross-connection control program can be obtained from the state or the U.S. Army Environmental Hygiene (USAEHA) (DSN **584-3816/3554**).

(3) Flushing. All new mains and extensions or repairs to existing mains or service connections will be flushed prior to placing them into service. The purpose of this flushing is to remove any accumulated material within the pipelines. The flushing velocity should be at least **2.5** feet per second. Existing water mains should also be flushed on an annual basis. Details for a flushing program can be obtained from the state or the USAEHA.

#### (4) Disinfection

(a) After new or extensively-repaired water mains have been flushed, they will be disinfected prior to being put into service. Disinfection is accomplished by the application of a solution of high chlorine concentrations for a specified period of time. Afterwards, the solution is flushed from the line and a bacteriological examination is performed to ensure that adequate disinfection has occurred.

The American Water Works Association standard for Disinfecting Water Mains provides details for appropriate decontamination procedures for minor repairs to water mains or the installation or repair of branch connections. Subsequent bacteriological examinations are not required unless there is reason to believe that the pipeline is contaminated.

(b) Disinfection is required for water storage facilities which are newly constructed, have been entered for construction or inspection purposes, or which in their normal operation are continuing to show the presence of coliform bacteria. After the chlorination procedure is completed, but before the storage facility is placed into service, the water must

be sampled and tested for bacteriological contamination.

m. Lead. Because of the concern of the health effects due to lead, especially on young children, the SDWA includes a ban on lead pipes, solder, and **flux**. Consistent with this ban, solders and fluxes containing more than 0.2 percent lead and pipe fittings containing more than 8 percent lead will not be used in the maintenance and repair of DLA-managed water distribution systems. DLA activities will also reduce potential lead exposure due to the effects of corrosion. Water coolers containing lead-lined water tanks will be replaced with lead free tanks.

## CHAPTER 4

### WASTEWATER DISCHARGES

**4-1. PURPOSE.** This chapter reviews the permitting and control of wastewater discharges from DLA installations and discusses compliance with the appropriate discharge criteria and associated regulatory requirements. The chapter directs DLA implementation of Public Law (PL) **92-500**, "Federal Water Pollution Control Act Amendment of **1972**," **18 October 1972**, as amended by "Clean Water Act of **1977**," **27 December 1977** and Public Law (PL) **95-576**, "Amendments to the Water Act," **14 October 1978**. Specific guidance is provided on compliance with the major environmental regulations governing wastewater discharges. These are EPA National Pollutant Discharge Elimination System Permit Regulations (**40 CFR 122**), EPA Regulations on Criteria and Standards for the National Pollutant Discharge Elimination System (**40 CFR 125**), and EPA General Pretreatment Regulations for Existing and New Sources of Pollution (**40 CFR 403**).

**4-2. BACKGROUND.** The Federal Water Pollution Control Act, as amended, identifies three national goals: to eliminate the introduction of pollutants into waters of the United States ("navigable" waters); to ensure the attainment of "swimmable and fishable" water quality; and to eliminate the discharge of toxic pollutants. To attain these goals, EPA identifies the conventional, nonconventional, and toxic pollutants, and the degrees of technology which must be applied to remove these pollutants from point and nonpoint sources of wastewater. Point source discharge requirements are implemented through the National Pollutant Discharge Elimination System (NPDES), a nationwide permit program administered by EPA, or by states when approved by EPA. Industrial wastewater must often be pretreated before discharge into an industrial waste treatment plant (IWTP) or publicly-owned treatment works (POTW) to prevent interference with treatment processes. The inability of a treatment plant to continually meet its discharge permit limits due to failure of industrial users to pretreat can result in enforcement actions against both the operators of the treatment works and the industrial user.

#### 4-3. POLICY

a. DLA activities will not discharge pollutants into the waters of the United States unless allowed under a National Pollutant Discharge Elimination System (NPDES) permit.

b. All discharge limits and other terms and conditions of NPDES permits will be strictly complied with.

c. Programs will be established to ensure that industrial sources are pretreated as necessary prior to discharge.

d. Operators of wastewater treatment facilities or pretreatment processes will receive adequate training needed to perform activities in an effective manner.

#### 4-4. RESPONSIBILITIES. Heads of DLA-managed facilities will:

a. Conduct and annually update an inventory of all point sources.

b. Notify regulatory authorities of all point source discharges which may need to be governed under an NPDES permit.

c. Comply with NPDES permit conditions, including timely submission of Discharge Monitoring Reports.

d. Initiate pollution abatement projects for point sources which consistently fail to meet effluent limitations.

e. Initiate wastewater pretreatment projects which may be required for discharges into a DLA or publicly-owned treatment works.

f. Prevent any discharge of a pollutant which does not comply with effluent standards, treatment technology requirements, and NPDES permit and other procedural requirements.

#### 4-5. PROCEDURES

a. National Pollutant Discharge Elimination System (NPDES) Permit Program:

(1) Regulated Discharges. Under the guidelines of the NPDES, a permit is required for the discharge of pollutants from a point source into the waters of the U.S. Because storm sewer discharges are, by definition, point sources, they are controlled by per-

mit if the storm water runoff has the potential for contamination. DLA activities must comply with the terms and conditions of NPDES permits, including payment of fees.

(2) NPDES Permit

(a) Application for Permit

(1) The NPDES regulations specify that any person (to include Federal agencies) that discharges or proposes to discharge pollutants must complete, sign, and submit an application to either the regional Environmental Protection Agency (EPA) office or the appropriate state issuing agency, whichever has primacy over the NPDES program.

(2) For treatment works, a determination must be made as to the facility's appropriate classification. By definition, Federally-owned and operated wastewater treatment facilities are not POTW; however, because of an allowance in the application for permit, Federal treatment facilities which receive more than 50 percent domestic waste and which discharge an effluent should complete the application for a municipal wastewater system. DLA activities which are connected to the local municipal treatment facility do not require a separate NPDES permit for such discharges; however, pretreatment programs may be imposed.

(b) Issuance of Permits. Permits are issued by either the EPA or the state for a fixed period of time, but not more than 5 years. Regardless of who issues the permit, it is normal practice for both the state and the EPA to review and provide input into the permitting process. In the case of a permit issued by an approved state, the EPA still retains veto power over the issuance of the individual permit. The EPA also retains the power to monitor, revoke a permit, or take action against any violator even though a state issued the permit. Where the state does not have primacy over Federal facilities, it is possible for a facility to receive two permits - one from the EPA and a second one from the state. The former would be based on the NPDES program, while the latter would be derived solely from the state environmental legislation.

(c) Composition of the Permit. Any permit issued by the EPA or an approved state will specify which pollutants may be discharged and will set average and maximum daily limits on those discharges and a frequency for monitoring. The discharge limitations are set based on effluent standards, water quality criteria and any other Federal or state requirements. The permit could also include best

management practices for any associated industrial activities or a schedule of compliance which mandates an enforceable plan of action if the facility cannot comply with its discharge limitations. In this latter case, interim dates are then set to measure progress towards permit compliance.

(d) Conditions of the Permit. Anyone who holds an NPDES permit is bound by the following conditions:

(1) The permit holder must report any new discharges.

(2) Any excess discharge of a pollutant will constitute a violation of the permit.

(3) The permit may be modified, suspended, or revoked if its terms are violated, if it is obtained under misrepresentation, or if all relevant data were not disclosed.

(4) The permit holder will allow EPA or state water pollution control agency officials to enter and inspect the plant, inspect the copy records, inspect monitoring equipment, and sample pollution discharges.

(5) The permit holder will keep the appropriate equipment and systems in good working order.

(3) Effluent Limitations. The EPA has established effluent guidelines for both municipal treatment plants and industrial discharges. Because Federal facilities are not by definition POTWs, their effluent limitations are based on the different levels of treatment technology which were established for industry, that is, they are based on the ability of a technology to remove a pollutant from a wastewater and not on the necessity of removing a pollutant from a wastewater to meet a water quality standard. Although DLA facilities do not fall under any of the major industrial categories or subcategories, similarities between individual operations will allow for the establishment of discharge limitations based upon best engineering judgment. If a DLA facility primarily treats domestic waste, it will, for the most part, be assigned municipal wastewater treatment limits provided that the water quality of the receiving stream does not require stricter limitations. In this latter case, the discharge limits become water quality based limitations.

(4) Monitoring, Recordkeeping and Reporting. Accurate monitoring, recordkeeping, and reporting are an important part of a facility's operations. To ensure compliance with the terms of the permit, the permittee should perform the prescribed monitoring

using the corrected analytical procedures and reporting the results on the Discharge Monitoring Report. The reporting frequency and requirements may vary from one discharge point to another; however, reporting within a 24-hour period is required for any unanticipated bypass or plant upset which exceeds any effluent limitations in the permit, or a violation of a maximum daily discharge limitation for any pollutant that is so designated for 24-hour reporting. Anyone falsifying, tampering with, or submitting inaccurate information under the monitoring requirements, is subject to fines and penalties. All records and results of monitoring activities must be retained for 3 years. An extension of this three-year period is automatic during the course of any unresolved litigation regarding the discharge of pollutants.

**b. Pretreatment Program**

(1) Pretreatment regulations apply to all industrial (i.e., nondomestic) users of POTW. The objective of these regulations is to prevent the introduction of pollutants into a POTW that would interfere with its operation or sludge disposal or would pass through the treatment works untreated. These objectives are accomplished by two regulatory mechanisms:

(a) Prohibited Discharge. Pollutants which would create a fire hazard, an explosion, obstruct the sewers, or create a hazard to the workers at the POTW are prohibited from being discharged into the POTW unless the treatment works are specifically designed to treat these types of waste.

(b) Categorical Standards. These are the standards which are being developed for the individual industrial operations of the 29 industrial categories. Like the effluent guidelines for industrial discharges under the NPDES permit program, these categorical standards are technically based. In addition, they are subdivided into

Pretreatment Standards for Existing Sources and Pretreatment Standards for New Sources.

(2) The enforcement and regulation of the Pretreatment Program comes from these sources: the EPA, the state regulatory agencies and the local municipalities.

(a) The EPA has the responsibility for management of the National Pretreatment Program. This includes the development of the implementing regulations, approval of state programs, and enforcement where the state does not have an approved program. Although the EPA is developing pretreatment regulations for the 29 industrial categories, few of the industrial operations being studied are common to DLA facilities and most, if not all, of these will not have categorical standards promulgated. For these operations, the establishment of pretreatment standards will be left to the best engineering judgment of the EPA Regional Administrator or the State Director, depending on which body has enforcement authority. This could possibly result in similar operations in different states being subjected to different standards.

(b) The local municipality has the ultimate responsibility to enforce pretreatment regulations as it will be a requirement of their POTW's NPDES permit. All POTWs with a design capacity of greater than five million gallons per day or significant industrial discharges are required to develop an approved pretreatment program. Local authorities may impose more stringent pretreatment requirements than the Federally-promulgated Categorical Pretreatment Standards; however, these local standards must be based on protection of the POTW's operation, its sludge disposal method, or some other technical reason, but should not be a political decision.

## CHAPTER 5

### AIR POLLUTION ABATEMENT

**5-1. PURPOSE.** This chapter sets forth DLA policies and procedures to control air pollution and comply with state and Federal regulations implementing the Clean Air Act (CAA).

**5-2. BACKGROUND.** Significant amendments to the Clean Air Act were enacted in December 1970 to achieve and maintain air quality and to protect public health and welfare. Rather than regulating from the standpoint of what is technically feasible, the CAA Amendments started from a point of determining what air standards were necessary to protect the public health, and it required technology to meet those standards. To this end, the Environmental Protection Agency (EPA) established National Ambient Air Quality Standards (NAAQS) for each pollutant believed to adversely affect public health or welfare. These pollutants, known as criteria pollutants, are sulfur dioxide, particulate matter, carbon monoxide, ozone nitrogen dioxide, and lead. The states are divided into air quality control regions which are designated attainment or nonattainment for each criteria pollutant according to whether the air quality is better or worse than the national standard for that pollutant. Each state is required to adopt a state implementation plan (SIP) to attain the NAAQS throughout the state. These plans set forth emission standards for stationary and mobile sources and often include permit programs for controlling air emissions from stationary sources, such as boilers, incinerators, and petroleum storage tanks; and industrial processes such as spray painting, abrasive blasting, and vapor degreasing. Clean Air Act Amendments of 1977 directed Federal activities to comply with permitting programs and other procedural and substantive requirements in the SIPs.

#### 5-3. POLICY

- a. The emission of pollutants into the air from stationary or mobile sources will be controlled to meet applicable standards.
- b. Air pollution deficiencies will be identified and corrected. Variances or compliance agreements will be obtained **as** necessary.

c. All equipment will **be** designed, operated, and maintained so that it meets applicable air pollution regulations.

d. DLA transportation control plans and air episode plans will be consistent with measures in common use within the local community unless such measures are prohibited by other DoD regulations.

e. The unnecessary release of **chlorofluorocarbons** (CFCs) and halons into the atmosphere will be prevented.

#### 5-4. RESPONSIBILITIES

a. Heads of DLA Primary Level Field Activities will:

(1) Comply with the policies and procedures of this chapter as applicable.

(2) Prepare and implement transportation control plans and air episode plans as required by regulatory authorities.

(3) Establish measures to limit the acquisition, use, and release into the atmosphere of CFCs and halons.

b. Heads of DESC, DCSC, DPSC, DFSC, DGSC, DDMT, DDOU, DDRW, DNSC and DIPEC in addition to the above will:

(1) Prepare and annually update an inventory of air emission sources.

(2) Apply for and obtain permits as necessary from regulatory authorities for both the construction and operation of air emission sources.

(3) Establish programs to train personnel who operate or monitor air pollution control equipment; e.g., equipment operators, mechanics, and environmental managers.

(4) Identify air emission sources and program remedial projects and funds to control, monitor, and bring the sources into compliance with applicable laws and regulations.

(5) Monitor air emission sources within their installations or under their control according to applicable regulations.

(6) Coordinate with local representatives of Federal, state, and regional agencies in formulating



and executing the Installation Master Plan and remedial projects.

(7) Ensure that motor vehicles under their control comply with applicable inspection and maintenance for the control of air emissions.

## 5-5. PROCEDURES

a. Existing Stationary Sources. Individual pollutants are controlled by regulatory emission standards. Agencies normally enforce these standards by the permit or registration process. Existing stationary sources must be brought into compliance with standards within the timeframe required by the regulatory agency or as specified by variance or delayed compliance order.

### b. New Stationary Sources

(1) General. When a stationary air emission source is to be constructed or modified, either physically or operationally, the regulatory authorities must be notified. Any physical or operational change to an existing facility, other than maintenance, repair, or replacement with a like item, is considered a modification. An increase in hours of operation is considered modification. The addition of any system or device whose primary function is the reduction of air pollution is considered to be a modification. Once it has been determined that a facility is subject to the requirements of these regulations, records must be maintained on startup, shutdown, and malfunctions of the system or any equipment monitoring the emissions from the system. Systems with continuous monitors are required to file quarterly reports of excess emissions with the regulatory authority. All measurements and calibrations must be fully documented and records maintained for a minimum of two years. Performance tests are required prior to startup of a new or modified facility. Additional performance tests are specified by the regulatory authority. In the following paragraphs, new sources likely to be constructed on DLA installations are discussed. For a complete list of new sources, refer to 40 CFR 60.

(2) Fossil-fuel-fired Steam Generators. The 40 CFR 60 regulations apply to fossil-fuel-fired steam generators. The 40 CFR 60 regulations apply to fossil-fuel-fired steam generators for which construction commenced after 17 August 1971 and which have a heat input of more than 100MBtu/hr. Particulate, sulfur dioxide, and nitrogen oxide emissions, as well as opacity, are limited under these regulations. For specific limits, refer to Subpart D and to the state regulations.

(3) Storage Vessels for Petroleum Liquids (First Case). These regulations apply to storage vessels for petroleum liquids for which construction commenced after 11 June 1973, but prior to 19 May 1978, and which have a capacity greater than 40,000 gallons. Volatile organic compound (VOC) emissions are limited by these regulations. The limit is based on the vapor pressure of the petroleum liquid stored in the vessel. When the vapor pressure exceeds a specified level, the vessel is required to have a vapor control system. At lower vapor pressures, a floating-roof system with seals is required. Records on the petroleum liquid stored, the period of storage, and the maximum true vapor pressure during storage, are required by these regulations. Monitoring is not required for liquids with very low vapor pressures (levels are specified in the regulations) or for vessels with vapor control systems. For specific limits, refer to Subpart K and to the state regulations.

(4) Storage Vessels for Petroleum Liquids (Second Case). These regulations apply to petroleum liquids and storage vessel liquids for which construction commenced after 18 May 1978 and which have a capacity greater than 40,000 gallons. The VOC emissions are limited by these regulations. The limit is based on the vapor pressure of the petroleum liquid. The VOC emissions must be controlled by a floating-roof vapor control system or by an equivalent method. Once in service, the gaps in floating-roof systems must be measured and meet specified limits. If a vapor control system is employed, emission data, design specifications, and an operation and maintenance plan must be submitted to the regulatory authority prior to construction. Facilities without vapor control systems must keep records of the petroleum liquid stored, the period of storage, and the maximum true vapor pressure of the liquid during the respective storage period. For specific limits, refer to 40 CFR 60, Subpart K and to the state regulations.

(5) Emission offset. Under certain conditions, construction or modifications that result in increased air emissions from one source may require offsetting action to reduce emissions from other sources. Offsetting actions can be required from existing sources in any area where the ambient air quality is affected by a planned new emission.

c. Permitting. DLA activities operating, modifying, demolishing, or constructing stationary sources shall obtain and periodically renew permits as re-

quired by Federal, state, or local air pollution control agencies.

(1) **Operating Out of Compliance.** Each DLA stationary source unable to achieve timely compliance with applicable emission limitations shall request a variance to continue operating until compliance can be attained. The appropriate state air pollution control agency or EPA office should be contacted to determine the need for delayed compliance orders for sources with approved variances.

(2) **Variances.** Prior to the 1977 Clean Air Act Amendments, noncomplying air pollution sources were required to have consent agreements signed by EPA and state authorities, detailing the schedule and conditions to attain compliance. With the enactment of the 1977 Amendments, the administrative procedures of state and local air pollution agencies provide the means to obtain a temporary variance from compliance requirements. The variance now serves the same purpose as the consent agreement. Field activities must consult with DLA-W prior to finalizing a variance.

(3) **Delayed Compliance Orders.** Even with a state or local variance, existing sources may be subject to Federal enforcement actions and mandated compliance penalties. For such noncomplying sources, EPA may issue a delayed compliance order in which schedules are stipulated (see 40 CFR 65). Field activities must consult with DLA-W prior to finalizing a delayed compliance order.

(4) **Site Inspections.** Regional EPA and state or local control agency representatives, upon presentation of proper credentials, will be allowed to enter DLA activities at reasonable times to examine records, inspect monitoring equipment, and sample any emissions which the DLA activity is required to sample.

d. **40 CFR 61, National Emission Standards for Hazardous Air Pollutants**

(1) **General.** Under these regulations, the operation of sources that emit hazardous air pollutants must be approved by the regulatory authority. Asbestos, beryllium, mercury, and vinyl chloride are currently listed as hazardous air pollutants. The EPA is considering other substances. Of the currently listed pollutants, asbestos presents the principle concern to DLA activities.

(2) **Asbestos**

(a) These regulations apply to the demolition of any building, structure, facility, installation, or portion thereof which contains any pipe, duct,

boiler, tank, reactor, turbine, furnace, or structural member that is covered or coated with friable asbestos material which is stripped or removed. Demolition operations involving small quantities of asbestos are exempt from the control measures outlined in these regulations. Approval of the regulatory authority is still required. Additional requirements for asbestos abatement projects can be found at 40 CFR 763, Subpart G. Emissions are to be controlled by wetting the friable asbestos fibers or using dustproof ducts and by careful handling of the asbestos being removed. For specific limits, refer to 40 CFR 61, Subpart M, and to the state regulations.

(b) Spray application of asbestos to any material is closely regulated. Approval of the regulatory authority is required for the use of spray material containing more than a specified limit of asbestos. These regulations do not apply to material where the asbestos fibers are encapsulated with a bituminous or resinous binder during spraying and which are not friable after drying. For specific limits, refer to 40 CFR 61, Subpart M and to the state regulations.

(c) All asbestos waste must be disposed of in accordance with the requirements of 40 CFR 61.156. Asbestos disposal sites must have no visible emissions to the outside air and have warning signs and fences. Some individual states regulate asbestos as a hazardous waste. If certain specified methods of controlling emissions are employed, the zero visible emission requirement may be waived. For specific details, refer to 40 CFR 61, Subpart M and to the state regulations.

(d) Federal Occupational Safety and Health Act (OSHA) regulations at 29 CFR should also be consulted prior to any operations that involve asbestos. Contact the installation safety officer for advice.

e. **Air Pollution Emergency Episode Plans**

(1) The DLA activities located in areas having air pollution episodes may be required to reduce air emissions during those times. If required, contingency plans will be developed and coordinated with the regulatory authorities. A typical episode plan will describe the required mission activities and provide for curtailment of all but essential services. The plan should also set forth notification procedures and instructions on the emission control measures that will be invoked. The plan must be given an initial test soon after it is written. Thereafter, it must be reviewed and tested on a regular basis.

(2) Personnel may be granted administrative leave during air pollution episodes, but only as a last resort. Actions granting administrative leave will be coordinated with other Federal installations in the affected area. Any air episode plan which considers personnel leave must be reviewed and approved by Defense Logistics Agency Office of Civilian Personnel (DLA-K).

(3) Government assets provided to a contractor managing a Government-owned facility are subject to use restrictions during an air pollution emergency episode. These restrictions are the same as those imposed on a contractor by a state on the use of private assets. Appropriate arrangements should be incorporated in the contract.

f. Transportation Control Plans. Some states may need to control motor vehicle transportation in order to meet the NAAQS. The DLA activities located within areas defined in Transportation Control Plans must cooperate with local authorities to reduce vehicular traffic consistent with mission requirements. Information about approved metropolitan Transportation Control Plans may be obtained from state and local air pollution control authorities.

g. Motor Vehicle Inspection and Maintenance Programs. The DLA activities located in nonattainment areas for ozone and/or carbon monoxide may be required to comply with inspection and maintenance requirements for certain vehicles. EPA has promulgated inspection and maintenance requirements at 40 CFR 52. These requirements are to ensure that vehicles comply with emission standards. Affected vehicles will require annual inspection to certify compliance with emission standards. Information about approved inspection and maintenance programs may be obtained from state and local air pollution control authorities.

h. Volatile Organic Compound (VOC) Emissions. Examples of VOC sources are solvents (toluene, methyl ethyl ketone) such as may be involved in spray painting or coating operations. Paints and coatings of concern include urethane, acrylic, and epoxy. Numerous states regulate specific VOCs under various air toxic regulations. Information on VOC emission limits may be obtained from state and local air pollution control authorities.

i. Vapor Control at Motor Fuel Transfer Facilities

(1) Tank truck and rail car operations at bulk storage facilities are subject to regulatory control. Certain restrictions may apply to the bulk transferring of light fuel (such as gasoline and JP-4) that can have high vapor pressures during warm weather. Bottom loading or submerged filling must be utilized if the vapor pressure exceeds a specific threshold (usually 1.5 psi) in an attainment area. Vapor controls such as carbon adsorption, refrigeration, flares, or thermal oxidizers are required if vapor pressures exceed the legal threshold in nonattainment areas.

(2) Retail gasoline stations (e.g., installation motor pools) located in nonattainment areas usually must have some sort of vapor control system.

j. Chlorofluorocarbons (CFCs) and Halons. The United States has signed the Montreal Protocol on "Substances that Deplete the Ozone Layer." Under this international agreement, measures are required to manage the acquisition, use, and environmental release of CFCs and halons, including CFC-11, CFC-12, CFC-113, CFC-115, Halon 1211, Halon 1301, and Halon 2402. DLA policies, responsibilities, and reporting instructions are set forth in DLAR 6050.4, Chlorofluorocarbons (CFCs) and Halons Management.

## CHAPTER 4

### HAZARDOUS WASTE MANAGEMENT

**6-1. SCOPE.** This chapter identifies requirements and responsibilities applicable to the prevention and control of pollution from the generation, transportation, treatment, storage, or disposal of hazardous waste. The chapter serves as the basis for implementation of the Environmental Protection Agency (EPA) hazardous waste regulations, the

Resource Conservation and Recovery Act (RCRA) of 1976, as amended. Guidance on underground storage tanks (40 CFR 280) is at chapter 2 of this manual. The following Federal regulations have been promulgated by EPA under RCRA to implement the National Hazardous Management Program:

40 CFR, Part 260	Hazardous Waste Management System: General
40 CFR, Part 261	Identification and Listing of Hazardous Waste
40 CFR, Part 262	Standards Applicable to Generators of Hazardous Waste
40 CFR, Part 263	Standards Applicable to Transporters of Hazardous Waste
40 CFR, Part 264	Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR, Part 265	Interim Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR, Part 267	Interim Standards for Owners and Operators of New Hazardous Waste Land Disposal Facilities
40 CFR, Part 268	Land Disposal Restrictions
40 CFR, Part 122	EPA Administered Permit Programs
40 CFR 266	Standards for Management of Specific Hazardous Wastes and Facilities
40 CFR 270	Regulations for Federally Advised Hazardous Waste Permit Programs
40 CFR 271	Requirements for Authorization of State Hazardous Waste Programs

**6-2. BACKGROUND.** RCRA provides a national strategy for management of hazardous waste (HW). The strategy, as implemented by EPA, involves the identification, management and tracking of HW from the time it is generated to the time it is finally and properly disposed. Activities regulated include hazardous waste generation, transportation, storage, treatment and disposal. The regulatory mechanism that ties all of these activities together is the "manifest", a document describing the waste which accompanies the waste until disposal, after which it is returned to the generator to indicate final disposition. A generator of a hazardous waste must use the manifest to track the wastes from the point of generation to the point at which it arrives at the

permitted facility. Another important feature is the assignment by EPA of identification numbers to generators, transporters, storers, treaters, and disposers of HW. EPA uses the identification numbers, the manifest, and specific reports to track and manage hazardous waste from the point of generation to the point of disposal. RCRA requires that Federal facilities comply with all Federal, state, interstate and local requirements, both substantive and procedural, concerning control and management of HW. RCRA provides that EPA may transfer their responsibility for implementation and enforcement of HW programs to the states. If a state has a program, and EPA has not approved the state program, DLA must comply with both Federal

and state requirements. EPA-authorized state programs are often significantly more stringent than the EPA's.

### 6-3. POLICY

a. Material will be purchased and used in such a manner in order to minimize generation of waste, conserve resources, and prevent harmful effects on human health and the environment.

b. The use of toxic or hazardous material will be limited to the extent practical. The substitution of nonhazardous materials or items is encouraged.

c. Safe and environmentally acceptable methods will be used to store and ultimately dispose of hazardous materials.

d. Proper training will be provided to personnel who manage, use, store, or dispose of hazardous materials.

e. Materials which meet the definition of hazardous waste will be managed in accordance with Federal or state hazardous waste management regulations,

f. Hazardous waste will be recycled or reused to the greatest extent possible.

g. DLA installations will not be used for the storage or disposal of non-DoD-owned toxic or hazardous materials.

### 6-4. RESPONSIBILITIES. Heads of DLA-managed PLFAs will:

a. Manage hazardous waste in accordance with the policies and procedures of this manual.

b. Prepare and periodically update an installation-wide hazardous waste management plan in accordance with the procedures of this chapter.

### 6-5. PROCEDURES

#### a. Generator Requirements:

(1) **Applicability of Regulations.** A solid waste generator is defined in 40 CFR **261.2**, Definition of Solid Waste. Within DLA, a generator is considered to be the installation or activity on an installation which produces a regulated hazardous waste. The generator is also commonly considered to be the activity which turns hazardous waste into the DRMO for disposal. The DRMO itself can also be the generator in some instances, such as when hazardous materials survive the disposal process and must be disposed of as a hazardous waste. In any event, the generator of a waste must first determine if the waste being generated is hazardous using the following guidelines:

(a) Determine if the waste is excluded from regulation under 40 CFR **261.4**, exclusions.

(b) Determine if the waste is listed as a hazardous waste in Subpart D of 40 CFR **261** or in applicable state regulations.

(c) If the waste is not listed as a hazardous waste in Subpart D of 40 CFR **261**, Lists of Hazardous Wastes, a determination must be made whether the waste is identified in Subpart C of 40 CFR **261**, Characteristics of Hazardous Wastes, by either testing the waste or applying knowledge of the hazard characteristic of the waste. The four characteristics discussed in Subpart C of 40 CFR **261** are ignitability, corrosivity, reactivity, and toxicity.

(d) If the waste is hazardous, the next determination is whether or not the threshold monthly generation rates or accumulation quantities in 40 CFR **261.5**, Special Requirements for Hazardous Waste Generated by Conditionally Exempt Small Quantity Generators, are exceeded. If the threshold rates or accumulation quantities (**100** kilograms of hazardous waste in a calendar month) are exceeded, the generator and the waste are entirely regulated under RCRA; if not exceeded, the generator is a "conditionally exempt small quantity generator" and subject to RCRA requirements only to the extent indicated in 40 CFR **261.5**. This means that the hazardous waste must: (1) be treated and disposed of onsite in facilities that are permitted by EPA or a state or have interim status or, (2) be delivered to an offsite treatment, storage or disposal facility which meets the same requirements. In the case where threshold hazardous waste monthly generation rates or accumulation quantities are exceeded, the generator is subject to all RCRA requirements pertaining to generators. These generator requirements include the following:

(1) Obtain an EPA Identification Number. All DLA generators were required to file a "Notification of Hazardous Waste Activity with EPA" by **19 August 1980** and were subsequently issued identification numbers by EPA. It should also be noted that state requirements can be more stringent and may require notification to the state of generator status.

(2) Comply with Manifest Requirements. A generator who transports, or offers for transportation, hazardous waste for offsite treatment, storage, or disposal must prepare a manifest before transporting the waste offsite. The manifest must contain all of the following information:

(a) Generator's USEPA or state ID Number manifest document number.

(b) Total number of pages.

(c) The generator's name, mailing address, and telephone number.

(d) The name and EPA identification number of each transporter.

(e) The name, address, and EPA identification number of the designated facility and an alternate facility, if any.

(f) The description of the waste(s) (e.g., proper shipping name, Hazard Class and ID Number) required by regulation of the U.S. Department of Transportation in 49 CFR 172.101, 172.203.

(g) The total quantity of each hazardous waste by units of weight or volume, and the type and number of containers as loaded into or onto the transport vehicle.

(h) Certifications must be provided on the manifest that the materials have been properly classified, packaged, and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation and EPA. Further, the generator must certify that waste minimization programs are in effect and that land ban restrictions will be complied with.

(i) The generator must also complete the shaded portion of the manifest giving all state required information.

(2) Properly Package and Label Containers. The following pre-transport requirements must be adhered to before a generator can transport hazardous waste or offer hazardous waste for transportation offsite:

(a) Package the waste in accordance with the applicable Department of Transportation regulations on packaging under 49 CFR Parts 173, 178, and 179.

(b) Label each package in accordance with the applicable Department of Transportation regulations on hazardous materials under 49 CFR Part 172.

(c) Mark each package of hazardous waste in accordance with the applicable Department of Transportation regulation on hazardous materials under 49 CFR Part 172.

(d) Label each container of 110 gallons or less used in such transportation with the following information as required by 49 CFR 172.304 (some states have other specific labelling requirements):

**HAZARDOUS WASTE - Federal Law Prohibits Improper Disposal.** If found, contact the nearest police or public safety authority or the **U.S.** Environmental Protection Agency.

Generator's Name and Address \_\_\_\_\_  
Manifest Document Number \_\_\_\_\_

(e) Placard or offer the initial transporter the appropriate placards according to Department of Transportation regulations for hazardous materials under 49 CFR Part 172, Subpart F.

(3) Hazardous Wastes Generators. A DLA activity which generates more than 1000 kg of hazardous waste or 1 kg acutely hazardous waste per month may accumulate hazardous waste onsite for 90 days or less without a permit or without having interim status provided that:

(a) The waste is placed in containers and the generator complies with Subpart I, Use and Management of Containers, of 40 CFR Part 265, or waste is placed in tanks and the generator complies with Subpart J, Tanks, of 40 CFR Part 265 except 265.193, Waste Analysis and Trial Tests.

(b) The date upon which each period of accumulation begins is clearly marked visible for inspection on each container.

(c) While being accumulated onsite, each container and tank is labeled or marked clearly with the words, "Hazardous Waste."

(d) The activity complies with the requirements for owners or operators in Subparts C, Preparedness and Prevention, and Subpart D, Contingency Planning and Emergency Procedures, in 40 CFR Part 265 and with 265.16, Personnel Training.

(4) Time Limitations for Generators

(a) Hazardous Waste must be taken to a permitted facility within 90 days. A DLA activity which accumulates hazardous waste for more than 90 days is an operator of a storage facility and is subject to the requirements of 40 CFR Parts 264 and 265 and the permit requirements of 40 CFR Part 122.

(b) A generator may accumulate up to 55 gallons of hazardous waste or one quart of acutely hazardous waste in containers at or near any point of generation without a permit (some states such as Delaware do not have this provision) or being subject to the 90-day requirement provided that:

(1) The containers are in good condition, compatible with the hazardous waste and kept closed except when adding waste.

(2) The container is marked "Hazardous Waste."

(3) The generator must move the container to a permitted storage area within 3 days of filling it.

(c) A **DLA** activity which generates greater than 100kg but less than 1000kg of hazardous waste in a month may accumulate hazardous waste onsite **for** up to 180 days (**or** 270 days if the waste must be shipped more than 200 miles for disposal) provided that:

(1) The quantity of waste accumulated never exceeds 600 kg.

(2) The generator complies with the preparedness and prevention requirements of Subpart C, 40 CFR 265, and has a spill contingency plan.

(3) Anyone who generates greater than 100 kg, but less than 1000 kg of hazardous waste in a month and who accumulates quantities exceeding 6000 kg or accumulates for longer than 180 or 270 days is an operator of a storage facility and is subject to the requirements of 40 CFR 264,265, and 270.

(5) Recordkeeping and Reporting. Recordkeeping and reporting requirements are applicable to installations at which hazardous waste is generated. DLA PLFAs will ensure that these and other requirements are complied with by tenant activities. DRMOs and other DLA activities which are tenants will ensure that needed information is maintained and provided to the host reporting activity. **The** recordkeeping and reporting requirements are as follows:

(a) A generator must keep a copy of each signed manifest for 3 years or longer if required by the state. This signed copy must be retained as a record for at least 3 years from the date the waste was accepted by the initial transporter.

(b) A generator must keep a copy of each Biennial Report and Exception Report (see 40 CFR 262.42) (Exception Reporting) for a period of at least 3 years from the due date of the report.

(c) A generator must keep records of any test results, waste analyses, or other determinations made in accordance with 40 CFR 262.11, Hazardous Waste Determination, for at least 3 years from the date that the waste was last sent to onsite or offsite treatment, storage, or disposal.

(d) The periods of retention referred to in this section are extended automatically during the course of any unresolved enforcement action or as requested by EPA.

(e) A generator who ships hazardous waste offsite must submit Biennial Reports. Generators will report as follows:

(1) Use EPA Form 8700-13A according to the instructions on the form.

(2) Submit to the Regional Administrator for the Region in which the generator **is** located.

(3) Submit no later than March 1 of each even-numbered year.

(f) Any generator who treats, stores, or disposes of hazardous waste onsite must submit a Biennial Report covering those wastes in accordance with the provisions of 40 CFR Parts 264, 265, 266, and 270.

(g) A generator who does not receive **a copy** of the manifest with the handwritten signature of the owner or operator of the designated facility within 35 days of the date transported must contact the transporter and, as necessary, the owner or operator of the facility to determine the status **of** the hazardous waste. **If** the signed manifest is not returned within 45 days, the generator must submit an Exception Report to the EPA Regional Administrator. An Exception Report must include a **cover** letter explaining efforts taken to locate the waste and a copy of the manifest.

b. Transporter Requirements. This section establishes standards which apply to persons transporting hazardous waste within the United States **if** the transportation requires a manifest under 40 CFR Part 262. These standards do not apply to onsite transportation of hazardous waste at DLA activities **or** by generators, owners, or operators of permitted hazardous waste management facilities.

(1) Applicability of Regulations. A transporter of hazardous waste must also comply with 40 CFR Part 262, Standards Applicable to Generators **of** Hazardous Waste, if that person:

(a) Transports hazardous waste into the **U.S.** from abroad.

(b) Mixes hazardous wastes of different DOT shipping descriptions by placing them into a single container.

(2) General Restrictions

(a) A transporter must not transport hazardous waste without having received an EPA identification number.

(b) A transporter of hazardous waste must comply with the manifest requirements of 40 CFR 263.20, the Manifest System, and 263.21, Compliance with the Manifest.

(c) A transporter of hazardous waste must comply with recordkeeping requirements of **40 CFR 263.22**, Recordkeeping.

(d) In the event of a discharge of hazardous waste during transportation, the transporter must take appropriate immediate action to protect human health and the environment (e.g., notify local authorities, like the discharge area).

(e) An air, rail, highway, or water transporter who has discharged hazardous waste must:

(1) Give notice, if required by **49 CFR 171.15**, to the National Response Center (**800-424-8802 or 202-426-2675**).

(2) Report in writing as required by **49 CFR 171.16** to the Director, Office of Hazardous Materials Regulations, Materials Transportation Bureau, Department of Transportation, Washington, DC **20590**.

(3) A transporter must clean up any hazardous waste discharge that occurs during transportation or take such action as may be required or approved by Federal, state, or local officials so that the hazardous waste discharge no longer presents a hazard to human health or the environment.

c. Treatment, Storage and Disposal Requirements. RCRA requires that owners or operators of hazardous waste treatment, storage, or disposal (TSD) facilities notify EPA to obtain an identification number and further obtain a permit to continue operation or initiate new operations. EPA has developed a two-part permitting procedure where a Part A application confers "interim status" to an existing TSD Facility allowing operation until a Part B application for final permit is made and approved. The permitting procedures are contained in **40 CFR Parts 270 and 271**. TSD facilities may significantly change or expand their operations and remain under "interim status" only with the approval of EPA Regional Offices. Interim status cannot be conferred on a new TSD facility if construction commenced after **19 November 1980**. In such instances, a final permit must be applied for and obtained before construction may begin.

d. Requirements Under Interim Status. Interim status requirements are contained in **40 CFR Part 265** and are summarized below:

(1) General Waste Analysis (**40 CFR 265.13**). Before an owner or operator treats, stores, or disposes of any hazardous waste, a detailed chemical and

physical analysis of a representative sample of the waste must be obtained. At a minimum, this analysis must contain all the information which must be known to treat, store, or dispose of the waste in accordance with the requirement of **40 CFR Part 265**. The owner or operator must develop and follow a written waste analysis plan which describes the procedures which will be followed to comply with the above.

(2) Security (**40 CFR 265.14**). The owner or operator must prevent the unknowing entry, and minimize the possibility for any unauthorized entry, onto the active portion of the TSD facility.

(3) General Inspection Requirements (**40 CFR 265.15**). The owner or operator must inspect the TSD facility for malfunctions and deterioration, operator errors, and discharges which may cause: (1) release of hazardous waste constituents into the environment or, (2) a threat to human health. The owner or operator must develop and follow a written schedule for inspecting all monitoring equipment, safety, and emergency equipment, security devices, operating, and structural equipment (such as dikes and sump pumps) that are important to preventing, detecting, or responding to environmental or human hazards.

(4) Personnel Training (**40 CFR 265.16**). Facility personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the requirements of **40 CFR Part 265**. Training must be complete within six months of starting and be reviewed annually. Records for each employee must be maintained until closure for current employees and for three years for former employees.

(5) General Requirements of Ignitable, Reactive, or Incompatible Wastes (**40 CFR 265.17**). The owner or operator must take precautions to prevent accidental ignition or reaction of ignitable or reactive waste. This waste must be separated and protected from sources of ignition or reaction including, but not limited to: open flames, smoking, cutting and welding, hot surfaces, frictional heat, sparks (static, electrical, or mechanical), spontaneous ignition (e.g., from heat-producing chemical reaction), and radiant heat.

(6) Preparedness and Prevention (**40 CFR Parts 265.30 through 265.37**). These sections discuss the following:



Maintenance and Operation of Facility  
 Required Equipment  
 Testing and Maintenance of Equipment  
 Access to Communications or to Alarm Systems  
 Required Aisle Space  
 Arrangements with Local Authorities

(7) Contingency Plan and Emergency Procedures (40 CFR Parts 265.50 through 265.56). These sections discuss the following:

Purpose and Implementation of Contingency Plan  
 Content of Contingency Plan  
 Copies of Contingency Plan  
 Emergency Coordination  
 Emergency Procedures

(8) Recordkeeping and Reporting (40 CFR Parts 265.73 through 265.77).

(a) Operating Record. The owner or operator must keep a written operating record at his facility.

(b) Availability, Retention, and Disposition of Records. All records including plans required under this part must be furnished upon request and made available at all reasonable times for inspection, by any officer, employee, or representative of EPA who is duly designated by the Administrator.

(c) Biennial Report. The owner or operator must prepare and submit a single copy of a biennial report to the Regional Administrator by March 1 of each even-numbered year.

(d) Additional Reports. In addition to submitting the Biennial Report and unmanifested waste report, the owner or operator must also report to the Regional Administrator:

- Release, fires, and explosions
- Ground-water contamination and monitoring data
- Facility closure

(9) Closure and Post Closure (40 CFR Parts 265.11 through 265.120). Host activities normally maintain closure plans for tenants, such as DRMOs. In either event, the owner or operator must close his facility in a manner that:

- (a) Minimizes the need for further maintenance.
- (b) Controls, minimizes, or eliminates the post-closure escape of hazardous waste, hazardous waste constituents, leachate, contaminated rainfall,

or waste decomposition products to the ground or surface waters or to the atmosphere.

(10) Use and Management of Containers (Subpart I, 40 CFR Parts 265.170 through 265.177). The following will be complied with:

(a) Condition of Containers. If a container holding hazardous waste is not in good condition, or if it begins to leak, the owner or operator must transfer the hazardous waste from this container to a container that is in good condition, or manage the waste in some other way that complies with the requirements of 40 CFR 265.

(b) Compatibility of Waste with Container. The owner or operator must use a container made of or lined with materials which will not react with, and are otherwise compatible with, the hazardous waste to be stored, so that the ability of the container to contain the waste is not impaired.

(c) Management of Containers. A container holding hazardous waste must always be closed during storage, except when it is necessary to add or remove waste. A container holding hazardous waste must not be opened, handled, or stored in a manner which may rupture the container or cause it to leak.

(d) Inspection. The environmental officer must inspect areas where containers are stored at least weekly, looking for leaks and for deterioration caused by corrosion or other factors. The environmental officer must make and maintain records of inspections.

(e) Special Requirement for Ignitable or Reactive Waste. Containers holding ignitable or reactive waste must be located at least 15 meters (50 feet) from the facility's property line.

(f) Special Requirements for incompatible wastes

(1) Incompatible wastes must not be placed in the same container.

(2) Hazardous waste must not be placed in an unwashed container that previously held an incompatible waste or material.

(3) A storage container holding hazardous waste that is incompatible with any waste or other materials stored nearby in other containers, piles, open tanks, or surface impoundments, must be separated from the other materials or protected from them by means of a dike, berm, wall, or other device.

e. Requirements Under Final Status. Final status standards for TSD Operators are similar in content and nature to the interim status standards discussed

above; however, they cover areas not discussed under interim status requirements and are more stringent. Major areas not covered under interim status that are included in the final standards are:

(1) Location Standards (40 CFR 264.18). The two areas discussed in this section are:

(a) Seismic consideration. Portions of new facilities where treatment, storage, or disposal of hazardous waste will be conducted must not be located within 61 meters (200 feet) of a fault which has had displacement in Holocene time.

(b) Floodplains. A facility located in a 100-year flood plain must be designed, constructed, operated, and maintained to prevent washout of any hazardous waste by a 100-year flood unless the owner or operator can demonstrate to the Regional Administrator that procedures are in effect which will cause the wastes to be removed safely, before flood waters can reach the facility, to a location where the wastes will not be vulnerable to floodwaters.

(2) Use and Management of containers (Subpart I, 40 CFR Parts 264.170 through 264.178). Major additions to this Subpart not discussed under interim status are:

(a) Containment (40 CFR 264.175).

(1) Container storage area must have a containment system that is designed and operated as described below.

(2) A base must underlie the containment which is free of cracks or gaps and is sufficiently impervious to contain leaks, spills, and accumulated precipitation until the collected material is detected and removed.

(3) The base must be sloped or the containment system must be otherwise designed and operated to drain and remove liquids resulting from leaks, spills, or precipitation, unless the containers are elevated or are otherwise protected from contact with accumulated liquids.

(4) The containment system must have sufficient capacity to contain 10 percent of the volume of containers or the volume of the largest container, whichever is greater. Containers that do not contain free liquids need not be considered in this determination.

(5) Run-on into the containment system must be prevented unless the collection system has sufficient excess capacity to contain any run-on which might enter the system.

(6) Spilled or leaked waste and accumulated precipitation must be removed from the sump or collection area in as timely a manner as is necessary to prevent overflow of the collection system. If the collected material is a hazardous waste under 40 CFR 261, it must be managed as a hazardous waste. If the collected material is discharged through a point source to waters of the United States, it is subject to the requirements of chapter 4 of this manual.

(b) Storage areas that store containers holding only wastes that do not contain free liquids need not have a containment system provided that:

(1) The storage area is sloped or is otherwise designed and operated to drain and remove liquid resulting from precipitation.

(2) The containers are elevated or are otherwise protected from contact with accumulated liquid.

(3) Closure (40 CFR 264.178). At closure, all hazardous waste and hazardous waste residues must be removed from the containment system. Remaining containers, liners, bases, and soil containing or contaminated with hazardous waste or hazardous waste residues must be decontaminated or removed.

(4) Corrective Action (RCRA 3004 u). Any permit issued after 8 November 1984 must require corrective action for all releases of hazardous waste from any solid waste management unit regardless of when the waste was placed in the unit. The owner of a permitted facility must institute corrective action beyond the facility boundary, where necessary, to protect human health and the environment. Corrective actions at DRMOs or other DLA activities which are tenants is the responsibility of the host activity. Corrective actions will be undertaken in accordance with (chapter 9) Defense Environmental Restoration Program.

#### f. Hazardous Waste Management Plan

(1) DLA activities which generate hazardous waste will develop a hazardous waste management plan for the purpose of ensuring proper management of hazardous waste at each point of generation. The plan will consist of a installation-wide inventory of hazardous waste generation points; an evaluation of the costs associated with the use of hazardous materials and potential alternatives (economic alternatives); a review of the adequacy of personnel training and facilities at each point of generation of waste; a review of the adequacy of waste minimization procedures; and a list of recommendations and corrections. The hazardous waste management plan will

include as applicable the waste analysis plan, inspection plan, training plan, spill prevention control and counter measures plan, and installation spill contingency plan. The HW management plan will be prepared by the installation environmental coordinator with the assistance and coordination of the hazardous waste management committee.

(2) DLA installation environmental officers will serve as the Installation Hazardous Waste Program Coordinator.

(3) A Hazardous Waste Management Committee will be established for the purpose of ensuring that:

(a) Installation-wide sources of HW are identified.

(b) Appropriate HW training is provided to personnel.

(c) Opportunities for waste minimization are reviewed for each activity generating HW.

(d) Knowledge of regulatory requirements, DRMO turn-in procedures, and the like are exchanged. The committee will consist of representatives from each activity which generates HW, including representatives from the environmental office, safety office, depot operations, fire chief, servicing DRMO, and tenant activities.

#### **g. Waste Disposal**

(1) Hazardous waste and excess hazardous materials will be turned in to the DRMO for dis-

posal in accordance with policies and procedures in DoD 4160.21-M, Defense Reutilization and Marketing Manual, chapter IX.

(2) DLA activities which must dispose of small quantities of unserviceable and uncontaminated material will refer to the Hazardous Material Information System (HMIS) Disposal File. Disposal guidance for some materials is also available by contacting the U.S. Army Environmental Hygiene Agency, Aberdeen Proving Ground, MD 21010.

h. Storage and Disposal of Non-DoD-Owned Hazardous or Toxic Materials at DLA Activities. In accordance with the policy of this chapter, DLA activities are restricted from accepting for storage and disposal non-DoD-owned toxic or hazardous materials. The storage, disposal, transportation, and rendering safe of such material reported or discovered in areas outside of DLA activities are primarily the responsibility of civil authorities. DRMS or other DLA PLFAs which are involved in a remedial action as a potentially responsible party (see paragraph 9-4c) may not transfer non-DoD-owned hazardous materials to a DoD installation. Exceptions to this policy will be given in certain instances, such as emergency lifesaving assistance to civil authorities, on the temporary storage or disposal of explosives. Requests for exception to this policy should be forwarded to DLA-WE.

**TABLE 6.1**  
**HAZARDOUS WASTE GENERATION CATEGORIES**  
**REF: RCRA, 1984 Amendments and 40 CFR 261-265**

CLASSIFICATION	QUANTITY OF HAZARDOUS WASTE GENERATED (Kilograms/month)	RESPONSIBILITIES UNDER RCRA
100 Kg/mo Generator	Generates or accumulates less than 100 kg (220 lbs) of HW and less than 1 Kg 2.2 lbs of Acute HW	Must either treat waste onsite and/or dispose of it in an EPA-permitted HW disposal facility and/or dispose of it in a facility permitted or licensed by state to manage municipal or industrial waste.
100-1000Kg/mo Generator	Generates or accumulates more than 100 kg (220 lbs) of HW and less than 1000 Kg (2.2 lbs) of Acute HW	Waste must be disposed of only in a facility which is permitted, licensed or registered by a state to manage municipal or industrial solid waste. Waste generated shall be accompanied by a copy of the EPA Uniform Manifest form signed by the generator.
Generator	Generates or accumulates more than 1000kg of HW or greater than 1 kg of Acute HW	<p>Comply with all regulations promulgated by EPA and DOT regarding HW notification, generation, treatment, storage, transportation and disposal.</p> <p>(a) All generators were required to file a "Notification of Hazardous Waste Activity" with EPA by 19 August 1980 and were subsequently issued identification numbers by EPA.</p> <p>(b) All HW must be shipped by manifest. (40 CFR 262)</p> <p>(c) Are responsible for reporting HW operations and recordkeeping. (40 CFR 262)</p> <p>TABLE 5.2 OUTLINES SPECIFIC REQUIREMENTS FOR "GENERATORS" BASED ON TYPE OF OPERATION.</p>

**TABLE 6.2**  
**HAZARDOUS WASTE GENERATION REQUIREMENTS**  
**NOTE: THIS TABLE IS FOR ACTIVITIES WHICH ARE CLASSIFIED BY EPA**  
**AS FULL GENERATORS OF HW, SEE TABLE 5.1**

CLASSIFICATION GENERATOR	STORAGE/ACCUMULATION STATUS	RESPONSIBILITIES UNDER RCRA
Generates or accumulates or Kg of Acute	Satellite Accumulation Area	<ol style="list-style-type: none"> <li>1. HW container in good condition, (40 CFR 265.171).</li> <li>2. HW container be made out of a material compatible with the hazardous waste to be stored (40 CFR 265.172).</li> <li>3. HW containers must be closed except when it is necessary to add or remove waste (40 CFR 265.173(a)).</li> <li>4. Mark the container either with the words "Hazardous Waste" or with other words that identify the contents of the container (40 CFR 262.34(c)(ii)).</li> <li>5. Restrict onsite accumulation to less than 55 gallons of hazardous waste or one quart of acutely hazardous waste.</li> <li>6. Move quantities greater than 55 gallons to temporary or permitted storage site within 3 days.</li> </ol>
	Less than 90 days, onsite area (Temporary)	<ol style="list-style-type: none"> <li>1. The waste is placed in containers and <u>accumulation</u> the generator complies with 40 CFR 265, Subpart I. This Subpart details the condition of containers, inspections, and container requirements for special wastes.</li> <li>2. If the waste is placed in tanks, the generator must comply with 40 CFR 265, Subpart J.</li> <li>3. The accumulation start date is clearly marked and visible (40 CFR 262.34(a)(2)).</li> <li>4. While being accumulated onsite, each container and tank is labeled and marked clearly with the words "Hazardous Waste" (40 CFR 262.34(a)(3)).</li> <li>5. The generator complies with the requirements for operators in 40 CFR 265, Subparts C and D.</li> <li>6. The generator complies with the training requirements in 40 CFR 265.16.</li> </ol>
	Permitted Treatment, Storage (TSD) Facility	Must comply with the requirements and Disposal requirements of 40 CFR 270.

## CHAPTER 7

### RESOURCE RECOVERY AND RECYCLING

**7-1. PURPOSE.** This chapter provides guidance and procedures for implementing programs to recover materials from the solid waste stream. This chapter also implements EPA Resource Recovery Guidelines in 40 CFR, Parts 243 thru 247. Hazardous material recycling and hazardous waste minimization programs will be initiated in accordance with the Hazardous Waste Management Plan required in chapter 5.

**7-2. BACKGROUND.** The Solid Waste Disposal Act of 1965, as amended, requires that Federal facilities comply with all Federal, state, interstate and local requirements concerning the management and disposal of solid wastes. EPA has published resource recovery guidelines which cover such programs as the storage and collection of solid waste, beverage container recovery, and source separation of high-grade paper, used newspapers, and corrugated containers. These EPA guidelines are summarized in this chapter.

In an effort to reduce waste, conserve resources, and prevent pollution, Congress enacted legislation in 1982 to further encourage DoD recycling programs by allowing the return of proceeds from the sale of recyclable materials to the generating DoD installation. Installation commanders may establish programs to segregate and turn-in recyclable materials to the local Defense Reutilization and Marketing Office (DRMO) for sale. Proceeds of sales are then returned to the generating installation, where they may be used for nonappropriated morale or welfare activities which benefit both the military and civilian work force. This chapter provides further guidance regarding what constitutes a qualified recycling program and the preparation of economic analyses.

#### 7-3. POLICIES

a. All solid waste generated at a DLA activity shall be considered Government property for purposes of disposal, except in those instances where military exchanges and commissary stores salvage and dispose of their recoverable resources.

b. Waste materials may be turned over to voluntary or community organizations, even when the materials are located at DLA activities if:

(1) The materials have not been Government purchased, or generated, or

(2) The materials, while owned or generated by DoD/DLA, have been shown to be uneconomical for Government-supported collection and disposal.

c. Solid and other waste materials shall be recovered and recycled to reduce environmental pollution and conserve resources.

d. Solid waste materials shall be recovered at the source, whenever possible.

e. Contracts for solid waste material disposal services shall include provisions for recycling, whenever feasible.

f. Resource recovery and recycling programs will not be established when determined not to be cost effective.

**7-4. RESPONSIBILITIES.** Commanders of PLFAs will:

a. Establish and promote resource recovery and recycling programs.

b. Prepare a cost analysis prior to establishing resource recovery and recycling programs.

c. Conduct solid waste management activities in accordance with the procedures of this chapter.

#### 7-5. PROCEDURES

##### a. Resource Recovery and Recycling

(1) General. Congress enacted significant changes to regulations governing the sale of recyclable materials with the Military Construction Codification Act (P.L. 97-214), which became effective 1 October 1982. The new provisions expand the scope of recyclable materials and provide significant economic incentives for military installations to implement recycling programs. The new rules stipulate that all proceeds of sale of recovered materials be returned to installations which have established qualifying recycling programs. All DLA PLFAs will establish recycling programs in accordance with the procedures set forth here. Those activities which are

tenants on GSA or DoD space will cooperate with the recycling programs established by the host. When the host has no program, separate programs may be established with the coordination of the host.

(2) **Qualifying Programs.** Recyclable materials are scrap and waste which would normally be discarded but which may be reused after undergoing some type of physical or chemical processing. DLA activities are encouraged to identify, segregate, and turn in recyclable materials to the local DRMO for sale. The DRMO will return 100 percent of recyclable material sales proceeds to the generating DLA activity if the turn-in document has been properly completed and if the activity has a qualifying recycling program. By definition, a qualifying recycling program is an organized operation that requires concerted effort to divert or recover scrap or waste from waste streams, as well as efforts to identify, segregate, and maintain the integrity of recyclable materials in order to maintain or enhance the marketability of the materials. The types of materials qualifying for reimbursement include programs to segregate and recover scrap metal, glass, wood, cardboard, used oil, and high-grade paper. The types of materials which do not qualify for the program include precious metal-bearing scrap and items which may be used again for their intended purpose without any special processing, e.g., vehicles, machine parts, electrical components, items of equipment, and unopened containers of oil or solvent. Excess and surplus mission supplies do not qualify for the program. Excess and surplus mission supplies in deteriorated containers which are recontainerized at a DLA recoupment facility qualify for the program.

(3) **Economic Analysis.** In order for a program to qualify, the proceeds returned from the sale of recovered materials, plus any disposal costs avoided, must exceed the operating costs. DLA activities must conduct an economic analysis to determine the cost effectiveness of existing or proposed recycling efforts. This should be accomplished by (1) identifying potentially recyclable products going into the waste stream, (2) estimating the generation rates of these products, (3) determining from the DRMO if adequate markets exist and the market value of recovered materials, and (4) conducting an economic analysis. In calculating the costs of operating a program, consideration must be given to both the initial costs, such

as the costs of new buildings and equipment, and annual costs, such as annual maintenance and labor costs. Avoided costs include the estimated costs of disposal of the recovered materials, including tipping fees, labor, prorated maintenance, hauling fees, permit fees, and the like. Activities qualify for recycling when the added costs of the recovery program are less than the avoided costs plus revenues.

(4) **Use of Proceeds.** The DRMO will deposit 100 percent of the proceeds from the sale of recyclable materials under a qualifying recycling program to the account specified by the DLA-generating installation. These funds must first be used to reimburse expenses incurred in operating the program. Such costs include acquisition of recycling equipment, the collection and processing of recovered materials, transportation of marketable materials, and administration of the program. If a balance remains after expenses have been paid, up to 50 percent of that balance may be used for pollution abatement, energy conservation, and occupational safety and health projects. The remaining balance, or the entire balance if desired, may then be transferred to the installation's nonappropriated morale and welfare account where it can be used for projects which benefit both civilian and military morale, welfare, or recreation activities. The accumulation of funds in this account is not affected by the end of the fiscal year. Proceeds acquired during one fiscal year may be carried forward and merged with the proceeds of subsequent fiscal years. The proceeds shall, however, be segregated within the account to allow accounting as to the amounts collected and their disposition.

b. **EPA Solid Waste Management Guidelines.** EPA has published a series of guidelines concerning the management of solid waste. These guidelines will be complied with by DLA activities to the extent that they are applicable. Table 7-1, EPA Regulations Applicable to Solid Waste Handling, Disposal, and Resource Recovery, summarizes key features. Some of these guidelines include sections titled "requirement." Such sections are mandatory for DLA activities. Sections titled "Recommended" should be implemented, when feasible, when they would contribute to the effectiveness of the DLA solid Waste Resource Recovery Program.

TABLE 7.1

EPA Regulations Applicable to Solid Waste Handling,  
Disposal and Resource Recovery

REGULATION (REFERENCE)	SUBJECT	APPLICABILITY TO DLA FACILITIES	EXCLUSIONS
<b>40 CFR 240</b>	Thermal Processing	Facilities processing 50 tons/day which are: 1. Federally-owned and operated or 2. Non-Federally-owned and operated but are under the direct management control of a Federal agency	Hazardous, agricultural and mining wastes
<b>40 CFR 241</b>	Land Disposal	Land disposal of all solid wastes at sites which are: 1. Federally-owned and operated, or 2. Non-Federally-owned and operated but are under the direct management control of a Federal agency	Hazardous, agricultural and mining wastes
<b>40 CFR 243</b>	Storage and Collection	Federally-generated residential, commercial and institutional solid wastes which are collected by: 1. Federally-operated system, or 2. Non-Federally-operated system but which are under the direct management control of a Federal agency	Agricultural, mining and industrial solid wastes; hazardous wastes; sludges, construction and demolition wastes; and infectious wastes
<b>40 CFR 244</b>	Beverage Containers	Beverage dispensing operations which dispense sealed containers under pressure or carbonation which are: 1. Federally-owned and operated, or 2. Non-Federally-owned and operated but which are under the direct management control of a Federal agency	Cups and other open or nonpressurized containers



TABLE 7.1 (Cont'd.)

REGULATION (REFERENCE)	SUBJECT	APPLICABILITY TO DLA FACILITIES	EXCLUSIONS
<b>40 CFR 245</b>	Resource Recovery	Resource recovery of residential, commercial or institutional solid waste which is: 1. Generated, collected or disposed of by a single Federal facility at a rate of 100 tons/ day or more 2. Generated, collected, or disposed of by all Federal facilities within a SMSA at a rate of <b>50</b> tons/day or more for any single facility and at a combined rate of 100 tons/ day or more for all facilities	None explicitly stated. Definition of institutional waste excludes infectious waste
<b>40 CFR 246</b>	Source separation for materials recovery	Source separation of residential, commercial or institutional solid waste which is composed of: 1. High-grade paper generated by Federal office facilities of over 100 workers 2. Used newspapers generated by Federal family facilities of more than 500 families 3. Corrugated containers generated by a Federal establishment at a rate of 10 ton/month or more	Agricultural, mining , and industrial solid wastes; hazardous wastes; sludges; construction and demolition wastes; and infectious wastes

(1) Guidelines for the storage and collection of Residential, Commercial, and Institutional Solid Waste (**40 CFR, Part 243**). These guidelines apply to the collection of solid waste at DLA activities. The guidelines do not apply to industrial solid wastes, hazardous waste, sludges, construction and demolition wastes, and infectious wastes.

(a) Storage. All materials which have been separated for the purpose of recycling shall be

stored **in** such a manner that they do not constitute a fire, health, or safety hazard, or provide food or harbor for vectors, and shall be contained or bundled so as not to result in spillage. Containers shall be of an adequate size and in sufficient numbers to contain all recyclable material that an activity generates in the period of time between collections. Containers shall be maintained in a clean condition so that they do not constitute a

nuisance, and so that they retard the harboring, feeding, and breeding of vectors. When serviced, storage containers should be emptied completely of all material.

(b) Safety. Collection systems shall be operated in such a manner as to protect the health and safety of personnel associated with the operation.

(c) Collection Equipment. The following applies during the management of materials which have been separated for the purpose of recycling:

(1) Collection vehicles shall meet all applicable standards established by the Federal Government, including, but not limited to, Motor Carrier Safety Standards (49 CFR, Parts 390-396) and Noise Emission Standards for Motor Carriers Engaged in Interstate Commerce (40 CFR, PART 202). Federally-owned collection vehicles shall be operated in compliance with Federal Motor Vehicle Safety Standards (49 CFR, Parts 500-580).

(2) Collection vehicles shall be enclosed or adequate provisions shall be made for suitable cover, so that while in transit there can be no spillage.

(3) Compaction, collection, and transportation equipment shall be constructed, operated, and maintained in such a manner as to minimize health and safety hazards to solid waste management personnel and the public. This equipment shall be maintained in good condition and kept clean to prevent the propagation or attraction of vectors and the creation of nuisances.

(4) Collection equipment of the following types shall meet the standards established by the American National Standards Institute (ANSI Z245.1, Safe Standards for Refuse Collection Equipment) as of the effective date(s) established in ANSI 2245.1:

- o Rear-loading compaction equipment.
- o Side-loading compaction equipment.
- o Front-loading compaction equipment.
- o Tilt-frame equipment.
- o Hoist-type equipment.
- o Satellite vehicles.
- o Special collection compaction equipment.
- o Stationary compaction equipment.

(d) Collection Frequency. Materials which have been separated for the purpose of recycling shall be collected with frequency sufficient to inhibit

the propagation or attraction of vectors and the creation of nuisances.

(e) Collection Management. Collection shall be conducted in a safe, efficient manner, strictly obeying all applicable traffic and other laws. The collection vehicle operator shall be responsible for immediately cleaning up all spillage caused by the operations for the protection of private and public property from damage resulting from operations, and for creating no undue disturbance of the peace and quiet in residential areas in and through which he/she operates.

(2) Solid Waste Management Guidelines for Beverage Containers (40 CFR, Part 244). DLA activities will collect and recycle beverage containers when determined to be economically advantageous. This includes participation in deposit programs for returnable containers when such programs are available or mandated by state or local authorities. This kind of container recycling activity is considered adequate to achieve the intent and objectives of the EPA guidelines.

(3) Resource Recovery Facilities Guidelines (40 CFR, Part 245). The guidelines are applicable to the recovery of resources from residential, commercial, or institutional solid wastes, when generations exceed 100 tons per day (equivalent to 26,000 tons annually). DLA activities will cooperate with any DoD initiative to implement the guidelines by another DoD activity which meets the EPA criteria.

(4) Source Separation for Materials Recovery Guidelines (40 CFR, Part 246). The guidelines are applicable to the source separation of residential, commercial, and institutional solid wastes. Explicitly excluded are industrial solid wastes; hazardous wastes; sludges; construction and demolition wastes; infectious wastes; and classified waste. The guidelines require Federal activities to establish resource recovery and recycling programs for:

(a) High-grade paper generated by office facilities of over 100 office workers.

(b) Corrugated containers at activities which generate 10 or more tons of waste corrugated containers per month.

DLA activities will consider these source separation guidelines when developing resource recovery and recycling programs. Programs will not be established unless determined to be cost effective in accordance with subparagraph a(3), Economic analysis.

(c) Recovery and recycling of used oil. Used oil constitutes a threat to the environment when disposed of improperly. Therefore, recovery and recycling of used petroleum products will be maximized in order to protect the environment and conserve energy and materials. Handling, storage, and disposal practices must be environmentally safe and acceptable.

(1) When economically feasible, used oils will be collected, segregated, and recycled to ensure maximum economic reuse. The determination as to whether used oils should be reclaimed or re-refined will depend upon local economic factors. When allowed by military used-oil specifications, large installations or complexes should consider closed-loop used oil re-refining commercial refiners to enhance the net value of used oils, in particular used lube oils.

(2) When determined that recycling of used lube oil is not feasible for economic reasons, the lube oil may be burned as a fuel or fuel supplement provided that appropriate analyses are made to determine suitability of burning as well as com-

pliance with air pollution control requirements and hazardous waste regulations. Specifically, analysis should be conducted to assure compliance with EPA Final Rules for the Burning of Waste Oil (40 CFR 266). These prohibit the burning of a waste oil which exhibits any of the following characteristics:

Arseni	-	5 ppm
Cadmium	-	2 ppm
Chromium	-	10 ppm
Lead	-	100 ppm
PCB	-	50 ppm
Total Halogens	-	4000 ppm
Flash Point	-	100 Degrees F (minimum)

(3) Used oils shall not be used for environmentally unacceptable purposes such as weed control, insect control, dust control, open burning, or dumping into landfills.

(4) Ensure that the sale of used oils is accomplished through the DRMO and that the returned net proceeds from such sales are used for environmental improvement and conservation projects.

## CHAPTER 8

### POLYCHLORINATED BIPHENYLS (PCBs)

**8-1. PURPOSE.** This chapter provides information and guidance applicable to Section 6(e) of the Toxic Substances Control Act (TSCA) of 1976 (15 U.S.C. 2605) and to the regulations promulgated by the Environmental Protection Agency (EPA) at **40 CFR 761** for the use, storage, marking, inspection, recordkeeping and disposal of PCBs and for the notification and manifesting of PCB waste.

#### 8-2. BACKGROUND

a. Section 6(e) of TSCA prohibits the manufacture, processing or distribution in commerce of PCBs, except in a totally enclosed manner or as exempted by the EPA. The regulations promulgated by the EPA at **40 CFR 761** are applicable to DLA installations and allow continued use indefinitely for most PCB transformers as long as certain use and service conditions are met.

b. PCBs have a heavy liquid, oil-like consistency, and weigh 10-12 pounds per gallon. The properties that have made them commercially attractive include a high degree of chemical stability, high heat capacity, low electrical conductivity, and a favorable dielectric constant.

c. The major use of PCBs has been in electrical transformers, capacitors, heat transfer systems, and hydraulic systems. PCBs have also been used in voltage regulators, electric switches, circuit breakers, reclosers, paints, adhesives, caulking compounds, plasticizers, inks, lubricants, carbonless copy paper, sealants, coatings, and dust control agents. Within DLA, the greatest quantities of PCBs are found in PCB-contaminated transformers, PCB transformers, and in hydraulic systems.

d. Monsanto Corporation was the principal manufacturer of PCBs in the United States. They began production of PCBs under the trade name "Askarel" in 1929; in 1977 production was voluntarily terminated because of widespread environmental concerns about PCBs. Companies who used PCBs in the manufacture of transformers and capacitors, and for other uses, often used other trade names.

e. The EPA has determined that persons exposed to PCBs can develop chloracne, a degenerative skin

disorder characterized by lesions, and that PCBs may be carcinogenic. There is also potential for adverse reproductive effects and developmental toxicity. PCBs released into the environment are long-lived and bioconcentrate in the fatty tissues of organisms, such as fish which may be consumed by humans.

**8-3. POLICY.** It is DLA policy to:

a. Comply with applicable Federal, state and local laws and regulations governing the use, handling, storage, marking, inspection, reporting, notification, manifesting, and disposal of PCBs and PCB waste to protect human health and the environment.

b. Cooperate fully with the host installation in meeting applicable Federal, state and local requirements for proper management of PCBs, where the DLA activity is a tenant operation.

c. To the extent reasonable and cost effective, reclassify more highly-contaminated electrical equipment as non-PCB equipment by performing proper servicing procedures.

d. Remove from use all remaining PCB transformers containing more than 60,000 ppm of PCBs.

e. Consider all DLA-managed office buildings as commercial buildings as defined in **40 CFR 761.3**. For DLA-managed properties, the facilities engineer will serve as the building owner for purposes of registration of PCB transformers already in or near commercial buildings.

f. Comply with the substantive requirements of **40 CFR 761** at overseas installations. If the host country has more stringent PCB requirements, every effort should be made to comply with those standards using best management practices.

g. Reject PCB waste from non-Department of Defense generators.

h. Investigate and pursue the use of substitutes for PCBs as part of an integrated hazardous waste minimization program.

**8-4. RESPONSIBILITIES.** The Heads of DLA-managed activities will:

a. Ensure that PCBs and PCB items for which they have accountability are handled, stored, marked, and

inspected in accordance with 40 CFR 761 and any applicable state and local requirements.

b. Ensure that PCB transformers and PCB-contaminated transformers are inspected for leaks, maintain all records at the activity, and provide notification to the EPA as required by 40 CFR 761.

c. Ensure that PCBs and PCB items in their accountability are inventoried by 1 July annually and maintain the reports at the activity for at least 3 years.

d. Transfer accountability and custody of PCBs and PCB items (including wastes) to the appropriate Defense Reutilization and Marketing Office (DRMO) for storage (pending disposal) and disposal.

e. Establish and maintain a PCB-management program to include proper identification, marking, recordkeeping, inspection, testing, training, storage, notification, manifesting, and spill prevention and containment.

f. Ensure that bulk used oil is tested for PCBs if there is reason to believe such oil has become contaminated with PCBs. Ensure that used oil containing PCBs is disposed of properly; some states regulate used oil containing less than 50 ppm of PCBs as a hazardous waste.

g. Ensure that all spills of PCBs at concentrations of 50 ppm or greater which exceed 10 pounds are reported to the EPA; in addition, report all such spills to DLA-W/DEPO on DLA Form 1685, Oil or Hazardous Spill Report.

h. Ensure that the proper funding account is used to clean up PCB spills (refer to the current management guidance for the Defense Environmental Restoration Program to determine eligibility).

i. Establish a program to remove all PCB transformers and PCB-contaminated transformers from DLA-managed office buildings or other sites which could pose a threat to the public health or to property.

## 8-5. PROCEDURES

### a. Prohibitions (40 CFR 761.20)

(1) No person may use any PCB or any PCB item, regardless of concentration, in any manner other than in a totally enclosed manner within the United States unless authorized.

(2) The use of waste oil containing any detectable concentration of PCB as a sealant, coating, or dust control agent, is prohibited. Prohibited uses include, but are not limited to, road oiling, general dust

control, use as a pesticide or herbicide carrier, and use as a rust preventive on pipes.

(3) Used oil containing any quantifiable levels of PCB may be burned for energy recovery only in qualified incinerators as defined in 40 CFR 761.3 or in burners identified in 40 CFR 266.41(b).

### b. Requirements for the Use of PC Transformers (40 CFR 761.30)

(1) The use and storage for reuse of PCB transformers that pose an exposure risk to food or feed is prohibited.

(2) The use of network PCB transformers with secondary voltages equal or greater than 480 volts in or near commercial buildings is prohibited.

(3) The installation of PCB transformers, removed from another area, is prohibited in or near a commercial building.

(4) All radial PCB transformers and network transformers with a secondary voltage less than 480 volts in use in or near a commercial building must be equipped with electrical protection to avoid transformer failure caused by high current faults.

(5) All radial PCB transformers with secondary voltages equal or greater than 480 volts in use in or near a commercial building must, in addition to the requirements in subparagraph (4) above, be equipped with protection to avoid transformer failure caused by sustained low current faults.

(6) All PCB transformers, including those in storage for reuse, must be registered with fire response personnel with primary jurisdiction. Information to be provided should include location, type of dielectric fluid, and a point of contact.

(7) Combustible materials, including but not limited to paints, solvents, plastics, paper and sawn wood, must not be stored within a PCB transformer enclosure. (i.e., vaults or partitioned areas), within 5 meters of a transformer enclosure, or within 5 meters of an unenclosed transformer.

(8) A visual inspection of each PCB transformer must be performed at least once every 3 months.

(9) Leaking PCB transformers must be repaired or replaced. Cleanup of the released PCBs must be initiated as soon as possible, but in no case later than 48 hours of its discovery. Until repair or replacement is completed, any active leak of PCBs must be contained and inspected daily to verify containment. Trenches, dikes, buckets, and pans are examples of proper containment measures.

(10) Records of inspection and maintenance history shall be maintained for at least 3 years after dis-

posing of the transformer and shall be made available for inspection by EPA. The records should include the following information: location; dates inspected; person performing the inspection; applicable information on any discovered leaks.

(11) **A** reduced visual inspection frequency of at least once every 12 months applies to PCB transformers which have impervious undrained secondary containment capacity of at least 100 percent of the total dielectric fluid volume of all transformers so contained or PCB transformers which have been tested and found to contain less than 60,000 ppm PCBs.

c. Requirements for the Servicing of PCB Transformers

(1) There are no restrictions on the servicing of PCB-contaminated transformers as long as dielectric fluid less than 500 ppm PCB is used.

(2) Servicing of PCB transformers that require the removal of the transformer coil from the transformer casing is prohibited. The PCB transformers can be serviced with dielectric fluids at any PCB concentration.

(3) A PCB transformer may be converted to a PCB-contaminated transformer or to a non-PCB transformer by draining, refilling and/or otherwise servicing the transformer with appropriate dielectric fluid.

d. Requirements for the Use of PCB Railroad Transformers

(1) The use of railroad transformers that contain dielectric fluid with a PCB concentration greater than 1000 ppm is prohibited.

(2) The concentration of PCBs in the dielectric fluid contained in railroad transformers must be measured after any authorized service and the data shall be retained until January 1, 1991.

e. Requirements for the Use of PCB Large High-and-Low Voltage Capacitors. These capacitors, with any concentration of PCBs, can be used subject to the following conditions:

(1) The use and storage for reuse of these capacitors which pose an exposure risk to food or feed are prohibited.

(2) The use of these capacitors is prohibited unless the capacitor is used within a restricted-access electrical substation or in a contained and restricted-access indoor installation.

f. Use in Heat Transfer Systems and Hydraulic Systems (40 CFR 761.30(d) and (e))

(1) PCBs may be used in heat transfer systems and hydraulic systems in other than a totally enclosed manner at concentrations of less than 50 ppm.

(2) The PCB concentration in the heat transfer and hydraulic fluids must be tested at least annually. Test sampling must be performed a minimum of 3 months after the most recent fluid refilling. Once a test indicates that the PCB concentration is less than 50 ppm, testing is no longer required, but the data must be retained for 5 years.

(3) If a test indicates that a system's fluid contains 50 ppm or more of PCBs (0.005 percent on a dry weight basis), the system must be drained and refilled with fluid containing less than 50 ppm PCB.

(4) The addition of fluids containing PCB concentrations greater than 50 ppm is prohibited, but topping-off with fluids of lower concentration is permitted.

g. Marking of PCBs and PCB Items (40 CFR 761.40)

(1) The following items must be marked with the appropriate label (black letters on a white or yellow background), which can be obtained through normal supply channels with DLA Form 699, Request for Issue from Stock:

(a) PCB containers.

(b) PCB transformers. Marking PCB-contaminated electrical equipment (containing between 50-500 ppm PCBs) is not required.

(c) Individual PCB large high-voltage capacitors, or the power pole, structure or fence if one or more PCB large high-voltage capacitors are installed in such a protected location.

(d) Equipment containing a PCB transformer or a PCB large high-voltage capacitor.

(e) PCB large low-voltage capacitors, when removed from use.

(f) Electric motors using PCB coolants.

(g) Hydraulic systems using PCB hydraulic fluid.

(h) Heat transfer systems using PCB heat transfer fluid.

(i) PCB article containers containing any of the above.

(j) Each storage area used to store PCBs and PCB items for disposal.

(k) Each end and side of each transport vehicle loaded with PCB containers that contain more than 45 kg (99.4 pounds) of PCBs in the liquid phase, or loaded with one or more PCB transformers.

(2) Any manufactured chemical substance or mixture that contains less than 500 ppm PCB must be labeled in accordance with any requirement contained in the exemption granted by EPA to permit such manufacture.

(3) The vault door, machinery room door, fence, hallway, or means of access (other than grates and manhole covers) to a PCB transformer must be labeled so that it can be easily read by firemen fighting a fire involving this equipment.

(4) All required labels must be placed in a position on the exterior of the PCB items or transport

vehicles so that the labels can be easily read by any person inspecting the PCB items or transport vehicles.

(5) Where the PCB article or PCB equipment is too small to accommodate the standard large label (~~6x6~~ inches), the smaller standard label must be used (**1x2** inches). These labels may be reduced to ~~2x2~~ inches and **0.4 X** 0.8 inches, respectively, for smaller items.

h. Disposal (**40 CFR 761.60**). The following table summarizes the disposal methods required for various PCB items and materials.

## PCB DISPOSAL SUMMARY

PCB ITEM	METHODS OF DISPOSAL
PCBs at concentrations of 500 ppm or greater	Incinerator
Mineral oil dielectric fluid from PCB-contaminated electrical equipment containing a PCB concentration of 50 ppm or greater, but less than 500 ppm	Incinerator Chemical waste landfill High efficiency boiler
Liquids, other than mineral oil dielectric fluid, containing a PCB concentration of 50 ppm or greater, but less than 500 ppm	Incinerator Chemical waste landfill High efficiency boiler
Any non-liquid PCBs at concentrations of 50 ppm or greater in the form of contaminated soil, rags, or other debris	Incinerator Chemical waste landfill
All dredged materials and municipal sewage treatment sludges that contain PCBs at concentrations of 50 ppm or greater	Incinerator Chemical waste landfill A disposal method approved by an EPA regional administrator
PCB transformers	Incinerator Chemical waste landfill
PCB capacitors	
PCB small capacitor (manufacturer)	Incinerator
PCB small capacitor	Municipal solid waste
PCB large high- or low-voltage capacitor containing 500 ppm or greater of PCBs	Incinerator
PCB hydraulic machines (if properly drained or flushed)	Municipal solid waste Salvage
PCB-contaminated electrical equipment (after draining)	Municipal solid waste
PCB articles with concentrations at 500 ppm or greater	Incinerator Chemical waste landfill
Any PCB container with PCB concentrations at 500 ppm or greater	Incinerator Chemical waste landfill
Any PCB container used to contain PCBs at concentrations below 500 ppm (provided the container is drained of all liquid which in turn is disposed of properly)	Municipal solid waste



i. Storage (40 CFR 761.65)

(1) DLA activities are exempt from the commercial storage requirements under certain circumstances. All Department of Defense installations and DLA activities are considered to be "related" so that there will be no commercial storage involved when one DoD installation stores PCB waste that was generated by another DoD installation. However, storage at a DoD installation of PCBs generated by any other Federal (non-DoD), state or local government department, agency or other facility will constitute commercial storage as defined by the EPA and is subject to the requirements of 10 U.S.C. 2692 (Storage and Disposal of Non-Defense Toxic and Hazardous Materials).

(2) Any PCB article or PCB container at concentrations of 50 ppm or greater which is stored for disposal shall be removed from storage and properly disposed of within 1 year from the date the item was placed in storage.

(3) All storage facilities must have:

(a) Adequate roof and walls to prevent rain water from reaching the stored PCBs and PCB items.

(b) An adequate floor which has continuous curbing with a minimum height of 6 inches. The floor and curbing must be able to contain at least twice the internal volume of the largest item stored, or 25 percent of the total volume of all the items or containers stored, whichever is greater.

(c) No floor drains, drain valves, expansion joints, sewer lines, or other openings that would permit liquids to flow from the curbed area.

(d) Floors and curbing constructed of continuous smooth and impervious materials, such as portland cement concrete or steel.

(e) A location above the 100-year flood water elevation.

(4) Nonleaking and structurally undamaged PCB large high-voltage capacitors and PCB-contaminated electrical equipment that have not been drained of dielectric fluid may be stored on pallets next to a storage facility that meets the above requirements provided that this facility has immediately available unfilled storage space equal to 10 percent of the volume of capacitors and equipment stored outside. These capacitors and equipment shall be checked for leaks weekly.

(a) All storage areas must be labeled in accordance with the previous requirements on marking PCBs and PCB items.

(b) No movable equipment that is used for handling PCBs and PCB items in the storage facility and that comes in direct contact with PCBs shall be removed from the storage facility area unless decontaminated.

(5) All PCB articles and PCB containers in storage shall be checked for leaks at least once every 30 days. Any leaking PCB articles and PCB containers and their contents shall be transferred immediately to properly marked, nonleaking containers. Any spilled or leaked materials shall be immediately cleaned up, using sorbents or other adequate means.

(6) Only those containers specified in 49 CFR 178 (Shipping Container Specifications) and 29 CFR 1910 (Occupational Health and Safety Standards) can be used for the storage of liquid PCBs.

(7) PCB articles and PCB containers shall be dated when placed into storage. The storage area shall be managed such that the PCB containers and PCB articles can be located by the date they entered storage.

(8) The following items can be stored temporarily in an area that does not comply with the above facility requirements for up to 30 days from the date of their removal from service, provided that a notation is attached to the PCB item or PCB container indicating the date the item was removed from service:

(a) Nonleaking PCB articles and equipment.

(b) Leaking PCB articles and PCB equipment if the PCB items are placed in a nonleaking PCB container that contains sufficient sorbent material to absorb any liquid PCBs remaining in the PCB items.

(c) PCB containers containing nonliquid PCBs such as contaminated soil, rags and debris.

(d) PCB containers containing liquid PCBs at a concentration between 50 and 500 ppm, provided that a spill prevention, control and countermeasures plan has been prepared for the temporary storage area in accordance with 40 CFR, Part 112.

j. Recordkeeping and Reporting (40 CFR 761.180)

(1) For PCBs and PCB items in service or projected for disposal at a facility using or storing at one time at least 45 kilograms (99.4 pounds) of PCBs contained in PCB container(s) or one or more PCB transformers, or 50 or more PCB large capacitors, the senior DLA official is responsible for developing and maintaining records and the written annual document log of the disposition of the PCBs and PCB items. For purposes of complying with 40 CFR 761, the senior

DLA official at DLA-managed activities will be the activity head; where DLA is a tenant, it will be the chief of the tenant activity. These records will form the basis of an annual document log prepared for each facility by 1 July covering the previous calendar year. The records and documents, including all signed manifests and certificates of disposal received by the facility, must be maintained for at least 3 years after the facility ceases using or storing PCBs and PCB items.

(2) The following information for each facility shall be included in the annual document log:

(a) The name, address and EPA identification number (previously assigned under the Resource Conservation and Recovery Act) of the facility.

(b) The unique manifest number of every manifest generated by the facility during the calendar year.

(c) From each manifest and for unmanifested waste stored at the facility:

(1) For bulk PCB waste (in tanker or truck), its weight in kilograms, the date it was first removed from service for disposal, the date it was placed into transport for offsite storage or disposal, and the date of disposal, if known.

(2) For each PCB article, container or article container, its serial number (if available) or other unique identifying number, a description of its contents, the weight in kilograms of the PCB waste or items in each, the first date the item was removed from service or placed in the container for disposal, the date it was placed into transport for offsite storage or disposal, and the date of disposal, if known.

(d) The total number of PCB articles, PCB article containers, and PCB containers by specific type, the total weight in kilograms of the contents of each type and the total weight in kilograms of bulk PCB waste placed into storage for disposal during the calendar year.

(e) The total number of PCB transformers and total weight in kilograms of PCBs contained in the transformers remaining in service at the end of the calendar year.

(f) The total number of large high- or low-voltage PCB capacitors remaining in service at the end of the calendar year.

(g) The total weight in kilograms of any PCBs and PCB items in PCB containers, including the identification of their contents, remaining in service at the facility during the calendar year.

(h) A record of each telephone call, or other means of verification agreed upon by the parties, made to each designated commercial storer or designated disposer to confirm receipt of PCB waste transported by an independent transporter.

k. PCB Waste Disposal Records and Reports (40 CFR 761.202)

(1) A storage facility that is subject to the requirements of 40 CFR 761.65 must notify the EPA that it is a generator of PCB waste with a 40 CFR 761.65(b) storage area, using the identification number already issued to it under the Resource Conservation and Recovery Act.

(2) Generators who relinquish control over PCB wastes for offsite storage or disposal must prepare a manifest (EPA Form 8700-22).

(3) Significant manifest discrepancies (any variation in piece count, variations larger than 10 percent in the weight of PCB waste in containers, or discrepancies in type of PCB waste as determined by inspection or waste analysis) which are not resolved within 15 days after receipt of the waste must be reported in writing to the EPA.

(4) The generator must contact the transporter and/or the commercial storage or disposal facility if the generator does not receive a signed copy of the manifest from the storage or disposal facility within 35 days of the date the waste was accepted by the initial transporter.

(5) The generator must submit an Exception Report to the EPA if a signed copy of the manifest is not received within 45 days of the date the waste was accepted by the initial transporter.

(6) The generator must submit a 1-Year Exception Report to the EPA when:

(a) The generator transferred the PCBs or PCB items to the disposer of PCB waste more than 9 months from the date of removal from service for disposal.

(b) The generator has not received a Certificate of Disposal within 13 months from the date of removal from service for disposal of the PCBs or PCB items.

(c) The generator receives a Certificate of Disposal more than 1 year after the date of removal from service of the PCBs or PCB items.

(7) A Certificate of Disposal must be sent to the generator within 30 days of the completion of disposal. Generators must retain a copy of each Certificate of Disposal for 3 years.

(8) PCB waste generated within the **U.S.** will be manifested at the installation that generates it at the time the waste leaves the DoD installation. PCB waste that is being returned from overseas for disposal legally (PCB items of **U.S.** origin) will be manifested at the point of entry into the **U.S.** The stateside facility that receives the PCB waste and originates the manifest will attach one copy of the transfer paper for each item listed on the manifest. These copies of the transfer papers must be kept with the copy of the manifest that is required to be retained.

1. Decontamination and Reclassification (**40 CFR 761.79; 40 CFR 761.30 (a)(2)(v) and (h)(2)(v)**).

(1) Decontamination of a PCB container consists of flushing the internal surfaces of the container three times with a solvent containing less than 50 ppm PCBs.

(a) The solvent must have a PCB solubility of 5 percent or more by weight.

(b) The amount of solvent used in each rinse should be approximately **10** percent of the container's capacity.

(c) The solvent can be reused until it achieves a PCB concentration of 50 ppm, after which it must be disposed of as a PCB; nonliquid PCBs resulting from decontamination must be disposed of similarly (see subparagraph h above).

(2) Decontamination of movable equipment used in storage areas consists of swabbing surfaces that have contacted PCBs with a solvent that meets the criteria above.

(3) Regardless of the actual PCB concentration, mixtures of dielectric fluids in which any component of the mixture contained 500 ppm or more PCB will be considered to have a PCB concentration of 500 ppm or more. These mixtures must not be used in any electrical equipment and must be disposed of in an EPA-approved incinerator.

(4) PCB transformers, electromagnets, switches, and voltage regulators may be reclassified by retrofitting the items with the appropriate dielectric fluid (less than 500 ppm PCB for conversion to PCB-contaminated status or less than 50 ppm for conversion to non-PCB status) and testing the new fluid after a minimum of 3 months of inservice use.

(a) All PCBs removed during reclassification must be disposed of properly (see subparagraph 8-5h).

(b) Equipment reclassified to non-PCB status is no longer subject to regulation under TSCA but may be subject to state regulations.

(c) Equipment which has not been properly retrofilled, but which has been taken out of service and drained of dielectric fluid, is subject to the 1-year storage limit and is presumed to be full.

m. PCB Spill Cleanup (**40 CFR 761.120**)

(1) Reporting requirements apply to all spills of PCBs at concentrations of 50 ppm or greater.

(a) All spills involving 10 pounds or more of PCB material must be reported to the National Response Center (**1-800-424-8802**) in accordance with the Clean Water Act (CWA) and the Comprehensive Environmental Response Compensation and Liability Act of **1980** (CERCLA). In addition, DLA Form 1685 must be forwarded to DLA-WE for all such spills.

(b) The appropriate EPA regional office must be notified for the following spills: spills to sewers, surface or drinking water, grazing lands, vegetable gardens, and spills involving **10** pounds or more PCBs. The **10** pounds of PCBs in this paragraph refers to the weight of the PCB-containing material rather than by the weight of only the PCBs spilled, which is the basis for notification in subparagraph (a), above.

(c) The above notifications must take place within **24** hours of spill discovery.

(d) EPA notification for spills of less than **10** pounds of PCB-containing material is not required. Nevertheless, spill cleanup action will be taken.

(2) Spill cleanup requirements

(a) Old spills which were discovered after **4 May 1987**, will require site-by-site evaluation and decontamination.

(b) Low concentration spills which involve less than **1** pound of PCBs by weight (less than **270** gallons of untested mineral oil) shall be cleaned and documented in the following manner:

(1) Solid surfaces must be double washed/rinsed. Indoor residential surfaces other than vault areas must be cleaned to **10** micrograms per 100 square centimeters by standard commercial wipe tests.

(2) All soil within the spill area must be excavated, and the area must be restored to its original configuration by backfilling with soil containing less than **1** ppm PCB.

(3) The above requirements must be completed within **48** hours after the installation environ-

mental officer was notified or became aware of the spill.

(4) All contaminated soils, solvents, rags, and other materials resulting from the cleanup of PCBs shall be properly stored, labeled and disposed of.

(5) At the completion of the cleanup, the installation environmental officer shall document the cleanup with records and certification of decontamination. The records and certification must be maintained for 5 years, and shall consist of the source, location and date/time of the spill, physical site parameters, sampling, costs and post cleanup procedures.

(c) High and low concentration spills involving 1 pound or more PCBs by weight (270 gallons or more of untested mineral oil).

(1) The final cleanup level of high and low concentration spills involving 1 pound or more PCBs by weight (270 gallons or more of untested mineral oil) will depend on the location of the spill (i.e., restricted access area, nonrestricted access area).

(2) The following steps must be taken as quickly as possible and within no more than 24 hours (or within 48 hours for PCB transformers) after the installation environmental officer has been notified or becomes aware of the spill, regardless of spill location.

(a) The installation environmental officer shall notify the appropriate EPA regional office and the National Response Center.

(b) The installation environmental officer shall effectively cordon off an area encompassing any visible traces plus a 3-foot buffer. Warning signs must be placed around the area.

(c) The installation environmental officer shall record and document the area of visible contamination, noting the extent of the visible trace areas and the center of the visible trace area.

(d) The installation environmental officer shall initiate a cleanup of all visible traces of the fluid on hard surfaces, soil or other media.

(e) If there has been a delay in reaching the spill site, and there are insufficient visible traces of PCBs remaining at the spill site, the installation environmental officer must estimate (based on the amount of material missing from the equipment or container) the area of the spill and immediately cordon off the area of suspect contamination. The installation environmental officer must then utilize a

statistically-based sampling scheme to identify the boundaries of the spill area as soon as practicable.

(3) Requirements for decontaminating spills involving 1 pound or more PCBs by weight in outdoor electrical substations:

(a) Contaminated solid surfaces shall be cleaned to a PCB concentration of 100 micrograms per 10 square centimeters.

(b) Soil contaminated by the spill will be cleaned to either 25 ppm PCB by weight, or to 50 ppm PCB by weight, provided that a label or notice is visibly placed in the area.

(4) Requirements for decontaminating spills involving 1 pound or more PCBs by weight in other restricted access areas:

(a) High-contact solid surfaces shall be cleaned to 10 micrograms per 100 square centimeters.

(b) Low-contact indoor impervious solid surfaces shall be cleaned to 10 micrograms per 100 square centimeters.

(c) Low-contact indoor nonimpervious surfaces will be cleaned to either 10 micrograms per 100 square centimeters or to 100 micrograms per 100 square centimeters and encapsulated.

(d) Low-contact outdoor surfaces shall be cleaned to 100 micrograms per 100 square centimeters.

(e) Soil contaminated by the spill will be cleaned to 25 ppm PCBs by weight.

(5) Requirements for decontaminating spills involving 1 pound or more PCBs by weight in non-restricted access areas:

(a) Contaminated furnishings, toys, and other replaceable household items shall be disposed of properly and replaced.

(b) Indoor solid surfaces and high-contact outdoor solid surfaces shall be cleaned to 10 micrograms per 100 square centimeters as measured by standard wipe tests.

(c) Indoor vault areas and low-contact outdoor impervious solid surfaces shall be decontaminated to 10 micrograms per 100 square centimeters.

(d) Low-contact outdoor nonimpervious solid surfaces shall be either cleaned to 10 micrograms per 100 square centimeters or cleaned to 100 micrograms per 100 square centimeters and encapsulated.

(e) Soil contaminated by the spill will be decontaminated to 10 ppm PCBs by weight provided

that the soil is excavated to a minimum depth of 10 inches and is replaced with soil containing less than 1 ppm PCBs.

(f) All contaminated soils, solvents, rags, and other material resulting from the cleanup of PCBs must be properly stored, labeled, and disposed of.

(g) The installation environmental officer shall document the cleanup with records of decontaminations. The records must be maintained for a period of 5 years. The records and certification shall consist of spill date/time, location and source, physical site parameters, sampling, post cleanup procedures, and costs.

(h) Post cleanup sampling is required to verify the level of cleanup. Any statistically valid, reproducible sampling scheme (either random

samples or grid samples) is acceptable, provided the following conditions are met:

(1) The sampling area is the greater of an area equal to the area cleaned, plus an additional 1-foot boundary or an area 20 percent larger than the original area of contamination.

(2) The sampling scheme must ensure 95 percent confidence against false positives.

(3) The number of samples must be sufficient to ensure that areas of contamination of a radius of 2 feet or more within the sampling area will be detected, except that the minimum number of samples is three and the maximum number of samples is 40.

(4) The sampling scheme must include calculations for expected variability due to analytical error.

## SUMMARY OF SPILL RESPONSE AND CLEANUP REQUIREMENTS

SPILL SIZE AND LOCATION	RESPONSE REQUIREMENTS
All spills involving <b>10</b> pounds of PCB material ( <b>1</b> gal. PCB dielectric fluid)	<ol style="list-style-type: none"> <li>(1) Notify National Response Center (<b>1-800-424-8802</b>) anywhere.</li> <li>(2) Send completed DLA Form <b>1685</b> to DLA-W/DEPO.</li> <li>(3) Cleanup will depend on location and size.</li> </ol>
Any spill contaminating ground or	<ol style="list-style-type: none"> <li>(1) Notify EPA regional office. surface water.</li> <li>(2) Regional office will direct cleanup.</li> </ol>
Any spill contaminating grazing	<ol style="list-style-type: none"> <li>(1) Notify EPA regional office. land or vegetable gardens.</li> <li>(2) Follow cleanup directions according to spill size.</li> </ol>
Less than <b>1</b> pound PCBs by weight ( <b>&lt; 270</b> gal. untested mineral oil)	<ol style="list-style-type: none"> <li>(1) Notification unnecessary.</li> <li>(2) Wash/rinse solid surfaces.</li> <li>(3) Clean indoor residential surfaces to 10 micrograms per <b>100</b> square cm.</li> <li>(4) Remove contaminated soil and backfill with soil containing <b>1</b> ppm PCBs.</li> <li>(5) The above must be completed within <b>48</b> hours of the spill discovery.</li> <li>(6) All Contaminated material must be properly disposed of.</li> <li>(7) Spill and cleanup must be documented.</li> </ol>
<b>1</b> pound <b>or</b> more PCB by weight ( <b>270</b> gal. or more untested mineral oil)	<ol style="list-style-type: none"> <li>(1) Notify EPA regional office and National Response Center for spills over 10 pounds.</li> <li>(2) Cordon off and restrict access to the spill area.</li> <li>(3) Record and document area of visible contamination.</li> <li>(4) Initiate cleanup of all visible traces of spill.</li> <li>(5) The above steps must be completed within <b>24</b> hours.</li> </ol>

---

**SUMMARY OF SPILL RESPONSE AND CLEANUP REQUIREMENTS (CONT'D)**

---

<b>SPILL SIZE AND LOCATION</b>	<b>RESPONSE REQUIREMENTS</b>
1. In outdoor electrical substations.	<ul style="list-style-type: none"> <li>(a) Clean solid surfaces to 100 micrograms per 10 square cm.</li> <li>(b) Clean soil to either <b>25</b> ppm PCB or 50 ppm PCB with notice placement.</li> </ul>
2. In other restricted access areas.	<ul style="list-style-type: none"> <li>(a) Clean high contact surfaces and low contact indoor impervious surfaces to 10 micrograms per 100 square cm.</li> <li>(b) Clean low contact indoor non-impervious surfaces to either 10 micrograms per 100 square cm. or to 100 micrograms per 100 square cm. and encapsulate.</li> <li>(c) Clean low contact outdoor surfaces to 100 micrograms per 100 square cm.</li> <li>(d) Clean soil to <b>25</b> ppm PCBs.</li> </ul>
3. In nonrestricted access areas.	<ul style="list-style-type: none"> <li>(a) Replace contaminated household items.</li> <li>(b) Clean indoor solid surfaces and high contact solid surfaces to 10 micrograms per 100 square cm.</li> <li>(c) Clean indoor vault areas and low contact outdoor impervious solid surfaces to 10 micrograms per 100 square cm.</li> <li>(d) Clean low contact outdoor non-impervious solid surfaces to 10 micrograms per 100 square cm. or to 100 micrograms per 100 square cm. and encapsulate.</li> <li>(e) Clean soil to 10 ppm PCB, if excavated soil is replaced with soil containing &lt; 1 ppm PCB.</li> <li>(f) Properly document the spill and cleanup.</li> <li>(g) Properly dispose of all Contaminated materials.</li> </ul>

## CHAPTER 9

# DEFENSE ENVIRONMENTAL RESTORATION PROGRAM

**9-1. PURPOSE.** The purpose of the Defense Environmental Restoration Program (DERP) is to identify, assess, and cleanup or control hazardous waste contamination that originated from past DoD activities, operations or spills. This chapter provides current DLA policy, guidance, and procedures for the DERP to those who are responsible for its implementation. Guidance on response to environmental contamination caused by current operations is provided at chapter 2, Spill Prevention and Response.

**9-2. BACKGROUND.** Given the nature and extent of its operations, DLA has been involved with toxic and hazardous materials for many years. These materials, if released into the environment, could lead to significant damage of important natural resources. Although wastes from our operations were disposed of by the commonly accepted practices of the times, such practices may have nevertheless resulted in risks to public health and the environment. Because of these and other similar concerns, an Installation Restoration Program (IRP) was initiated in 1975 within the DoD to identify past activities involving hazardous materials and to restore contaminated properties.

As part of the IRP, Installation Assessments (IAs) were conducted at DLA-managed installations from the late 1970s through the early 1980s. The purpose of the IAs was to assess current and past activities involving toxic and hazardous materials and to define conditions that may adversely affect public health or welfare. During this time period, geohydrologic studies and consultations were also conducted at DLA Defense Fuel Support Points (DFSPs) for the same purpose. The IAs involved a detailed investigation of past activities, including examination of pertinent records and files and the systematic conducting of interviews with both current and retired employees who had knowledge of past installation activities. The IA reports are the best available source of information concerning past activities that could result in environmental concerns.

The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) authorized Federal action to respond to releases of hazardous substances. A trust fund referred to as the Superfund was created to finance Government actions to respond to the releases. Similarly, The Defense Environmental Restoration Account (DERA) was established by the Superfund Amendments and Reauthorization Act of 1981 (SARA), which amended CERCLA, to pay the cost of environmental restoration at DoD facilities.

As a result of SARA, DoD environmental restoration activities and terminology were required to be consistent with EPA procedures and guidance. This prompted a DoD review of previous studies to determine, on a site-by-site basis, which CERCLA requirements, if any, were not attained by work previously performed under the IRP. Also as a result of SARA, DLA cooperated with the Environmental Protection Agency (EPA) in the preparation of a Federal Agency Hazardous Waste Compliance Docket listing all Federal installations subject to the law. DLA furnished the required Preliminary Assessments of its activities, which were used by EPA for ranking Federal installations under the Hazard Ranking System (HRS) and for adding appropriate Federal installations to the National Priorities List (NPL). DLA activities that were added to the NPL were DGSC, DDOU, DDRW (Tracy), and DDRW (Sharpe). For each NPL site, Federal agencies must negotiate and enter into an interagency agreement (IAG) with EPA setting forth arrangements to conduct response actions in a timely and well coordinated manner. SARA provides for joint selection of the remedy at a NPL site by EPA and the Federal agency, or selection by EPA alone if there is disagreement. Requirements and procedures in the National Contingency Plan (NCP) (40 CFR 300) must be followed.

### 9-3. POLICY

a. DLA will comply with the requirements of CERCLA in the same manner and to the same extent,



both procedurally and substantively, as any non-Governmental entity.

b. Environmental contamination caused by past activities will be cleaned up.

c. The Defense Environmental Restoration Account (DERA) will be used to finance removal and response activities.

d. The Defense Priority Model (DPM) will be used to determine relative priorities for the use of DERA funds for remedial actions.

e. At NPL sites, BLA will enter into three-party agreements, where possible, with EPA Regions and state agencies concerning environmental restoration activities. Where three-party agreements are not possible, DLA will enter into two-party agreements with EPA Regions.

f. DERA funds will only be used in a manner consistent with the procedures set forth in DoD guidance and in this chapter.

g. Environmental restoration activities will be conducted in accordance with the National Contingency Plan (NCP) (40 CFR 300) and the procedures in this chapter.

#### 9-4. RESPONSIBILITIES

a. The Staff Director, Office of Installation Services and Environmental Protection, DLA (DLA-W) will:

(1) Serve as the DLA Executive Program Manager for the Defense Environmental Restoration Program (DERP) with authority to redelegate as appropriate.

(2) Prepare an annual DERA budget for DLA; approve modifications or adjustments to the DERA budget.

(3) Periodically modify or update procedures in this chapter, including DERA Management Guidance.

b. Heads of DCSC, DESC, DFSC, DGSC, DPSC, DDMT, DDOU, DDRW, DIPEC, DNSC, and DRMS will:

(1) Perform all work necessary to identify, investigate, and cleanup contamination, with respect to releases of hazardous substances from past activities.

(2) Perform all required notifications to Federal, state, and local regulatory agencies.

(3) Select preferred alternatives for remedial action.

(4) Select remedial action in agreement with EPA.

(5) Sign and execute Records of Decision (RODs) and comparable documents.

(6) Sign and execute agreements with EPA Regions, states or other Government agencies, or agreements involving removal or remedial actions with private parties.

(7) Implement a Community Relations Plan in support of DLA response actions.

(8) Maintain an administrative record at a location conveniently accessible to interested members of the public for DLA response actions.

c. The Commander of the Defense Reutilization and Marketing Service, DRMS, in addition to the above, will:

(1) Research instances where a DRMS field activity has been notified by a Federal or state regulator that it is a potentially responsible party (PRP) at a Superfund site to determine the extent and exact nature of DLA involvement.

(2) Participate in PRP committees in a manner which protects DLA's interest including, but not limited to, determining DLA's fair share of any required studies, removal or remedial actions.

(3) Coordinate with other involved DoD PRPs, and act as the DoD representative on PRP committees as required by DoD guidance and the circumstances in agreements with the other DoD PRPs.

(4) Request adequate funding in the DERA from DLA-WE for all PRP response actions.

(5) Perform all work necessary to identify, investigate, and cleanup contamination with respect to releases of hazardous substances for which EPA has issued an Administrative Order (AO) or for which DLA has agreed to perform such actions as part of an agreement with PRPs or Federal, state, or local regulatory agencies.

#### 9-5. PROCEDURES

a. Environmental Restoration Guidance

(1) Removal and Remedial Actions. Under the NCP, response actions encompass both removal actions and remedial actions. Removal action refers to the removal of oil or hazardous substances, or the taking of other actions as may be necessary to minimize or mitigate damage to the public health or welfare, or to the environment. Removal actions can include installation of security fencing to limit public access, provision for alternative water supplies, and disposal of removed material. Removal actions are often short-term responses to address immediate and significant dangers at a hazardous waste site but are

not necessarily final solutions. Remedial actions are those actions consistent with a permanent remedy to prevent or minimize the release of hazardous substances so that they do not migrate to cause substantial danger to the public health or welfare or the environment in the present or in the future. The term includes such measures as storage, confinement, perimeter dikes, cleanup of released substances, and onsite treatment or incineration. The remedial action process is summarized in the following table.

**(2) Remedial Action Process**

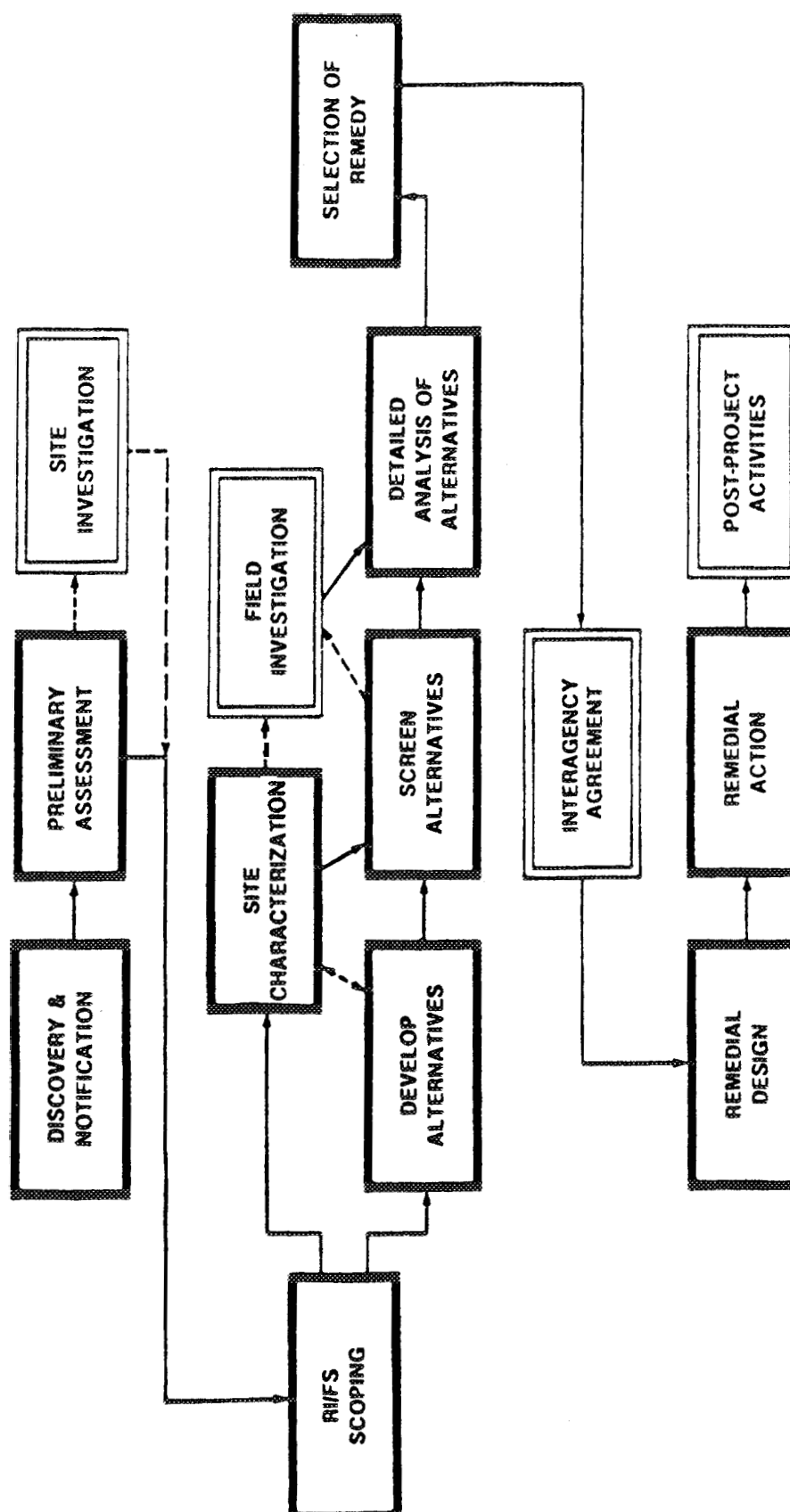
(a) **RCRA/CERCLA Overlap.** RCRA and CERCLA overlap in some respects. The overlap may be interpreted differently by different EPA regional offices and by different states. Of particular note is Section 3004(u) of RCRA, by which EPA or the state may require the cleanup or a schedule for investigation and cleanup of releases of hazardous substances or constituents at solid waste management units (SWMUs) on an installation seeking a RCRA permit for current hazardous waste operations. Cleanup under RCRA standards may be different than under CERCLA. Therefore, in cases where the installation is required to comply with a RCRA corrective action permit, both IRP cleanup schedules and standards may be affected.

DLA activities should work with both Federal and state agencies to reach agreement to cleanup sites in a manner which simultaneously achieves compliance with CERCLA and satisfies RCRA corrective action obligations.

(b) **Executive Orders.** Though Federal facilities were not separately addressed in the original CERCLA or the NCP, three Executive Orders provided Federal agencies with the authority to cleanup their facilities. Executive Order **12088 (13 Oct 1978)** delegated Federal agencies the responsibility of ensuring that pollution was prevented, controlled, and abated. Executive Order **12316 (14 Aug 1981)** delegated to Federal agencies the responsibility and authority for conducting CERCLA response actions at their facilities. Executive Order **12580 (23 Jan 1987)** revoked **12316** and delegated the President's authority under CERCLA and SARA to various Federal agencies, including DoD.

(c) **Applicable or Relevant and Appropriate Requirements (ARARs).** CERCLA/SARA provides that standards under other Federal environmental laws and promulgated standards under state environmental laws that are more stringent than Federal standards be considered in determining the standard that the remedial action must attain.

# REMEDIAL ACTION PROCESS



(d) EPA Terminology. In accordance with CERCLA 120(a)(2) and DLA policy, all Environmental Restoration actions will be accomplished in compliance with applicable requirements of CERCLA. Terminology used by the Environmental Restoration Program will be consistent with that used in CERCLA and the NCP. When conducting Environmental Restoration actions, DLA activities will refer to and use guidance documents issued by EPA for conducting superfund financed response actions. Although EPA policy and guidance is not mandatory and does not carry the same weight as regulations, it should be consulted in determining the reasonable interpretation and application of the regulations. Some key terms and acronyms are as follows:

#### Installation Restoration Acronyms

ATSDR	Agency for Toxic Substances and Disease Registry
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act, as amended
CFR	Code of Federal Regulations
DERA	Defense Environmental Restoration Account
DERP	Department of Defense Environmental Restoration Program
EPA	U.S. Environmental Protection Agency
FR	Federal Register
WRS	Hazard Ranking System
IAG	Interagency Agreement
IR	Installation Restoration
NCP	National Contingency Plan
NPL	National Priorities List
NRC	National Response Center
PA/SI	Preliminary Assessment/Site Inspection
RCRA	Resource Conservation and Recovery Act
RD/RA	Remedial Design/Remedial Action
RI/FS	Remedial Investigation/Feasibility Study
ROD	Record of Decision
SARA	Superfund Amendments and Reauthorization Act of 1986

(e) Legal Basis. The SARA amendments to CERCLA clarify that Federal agencies must comply with CERCLA and regulations published under CERCLA. Section 120(a)(1) of CERCLA requires

each Federal agency to comply with the Act "in the same manner and to the same extent, both procedurally and substantively, as any non-Governmental entity." Exceptions to this requirement pertain to applicable time periods for Federal facilities and requirements relating to bonding, insurance, or financial responsibility (CERCLA 120(a)(3)). The Act further states that applicable state laws concerning removal and remedial actions shall apply to Federal facilities not listed on the National Priorities List (NPL) (CERCLA 120(a)(4)). For DLA facilities listed on the NPL, the Head of the Activity must enter into an IAG with the EPA Region to conduct remedial action. Although the state is not the primary regulator in these circumstances, state cleanup standards may still be used.

(f) EPA Program. The EPA is responsible for implementing CERCLA by developing and enforcing appropriate regulations. Many of the regulations issued for CERCLA compliance are found in the National Contingency Plan (NCP). The NCP sets forth the following general procedures for initiating and carrying out the remedial process at CERCLA sites:

- (1) Site Discovery and Notification
- (2) Preliminary Assessment/Site Inspection (PA/SI)
- (3) National Priorities List (NPL) Ranking and Listing
- (4) Remedial Investigation/Feasibility Study (RI/FS)
- (5) Record of Decision (ROD)
- (6) Remedial Design/Remedial Action (RD/RA)
- (7) Operation and Maintenance (O&M)
- (8) Long-Term Monitoring (LTM).

(g) Site Discovery and Notification. There is an obligation to immediately notify the National Response Center (NRC) as soon as there is knowledge of any release (other than a Federally-permitted release) of a hazardous substance, in quantities equal to or greater than the reportable quantity, into the environment (CERCLA 103). This applies to any DLA employee in charge of a facility, including supervisory personnel with responsibility for the operation of a facility and extending from maintenance foreman to the Head of the Activity. A "release" is defined in CERCLA 101(22). The hazardous substances and their reportable quantities are listed at 40 CFR 302. The reporting requirement goes into effect as soon as the

employee has knowledge of the release. This means that the activity must give prompt notice of such information to the NRC, similar to the telephone calls or short messages that activities now give to the NRC concerning spills. Chapter 2, Spill Prevention and Response, provides information and format for reporting. It is imperative that a followup confirming letter be sent to the appropriate agency in addition to the verbal telephone notice. CERCLA 103(b) provides that the employee who fails to immediately notify the appropriate agency as soon as there is knowledge of such release or submits any information which is known to be false or misleading is subject to fines or imprisonment. Under the Environmental Restoration Program, notification of a release is accomplished when the Head of the Activity forwards a Preliminary Assessment/Site Inspection (PA/SI) report to EPA and state regulatory agencies. If the activity discovers a release, and that release has not previously been reported in an IA or PA/SI, then it should be reported immediately to the appropriate agency. DLA-WE should then be requested to investigate the problem. If an activity, in reviewing its records, discovers information that a potential disposal site exists that was not previously

investigated, then the activity should report this information to DLA-WE for further guidance. It need not be immediately reported to the NRC as it is a potential site which will be reported to EPA upon confirmation.

(h) Preliminary Assessment/Site Inspection (PA/SI) and NPL Listing. Preliminary Assessments are done after site discovery and notification, or after an activity has been listed on the Federal Agency HW Compliance Docket. A PA is developed from readily available existing information and includes: (1) identification of the source and nature of the release, (2) evaluation of the magnitude of the potential threat, and (3) evaluation of factors necessary to determine if immediate removal is necessary. The PA is used to determine if additional investigation of the site is required. The PA is forwarded to EPA and state regulatory agencies by the Head of the Activity. If additional investigation is required, actual samples are collected and analyzed in a Site Inspection (SI). At the conclusion of the SI, the total PA/SI package is sent to EPA and state regulatory agencies by the Head of the Activity. The following is an outline of the PA process:

#### PRELIMINARY ASSESSMENT

Purposes	<p>Eliminate from further consideration those releases that pose no threat or potential threat to public health or the environment</p> <p>Determine source and nature of release, pathways of exposure, exposure targets, and threat to public health</p> <p>Determine need for removal or remedial actions</p>
End Points	No action; site inspection; RI/FS; removal
Tasks	<p>Records search, photo interpretation</p> <p>Interviews</p> <p>Site visit</p> <p>Prepare PA report and form</p> <p>Send to EPA</p>
Documentation	<p>Preliminary Assessment Report</p> <p>EPA Preliminary Assessment Form</p>
Project Manager	Notify natural resources trustee if natural resources damage expected. Send to EPA

The following is an outline of the SI process:

#### SITE INSPECTION

Purposes	Eliminate from further consideration those releases that pose no threat or potential threat to public health or the environment.  Determine need for removal actions.  Collect data to characterize the release for the effective and rapid initiation of RI/FS
End Points	No action; RI/FS; removal
Tasks	Prepare work plan, sampling plan, and safety plan
Documentation	Work plan, sample plan, and safety plan  Site Inspection Report  HRS scoring package
Project Manager	Comment on EPA proposal to include site on NPL

Data from the PA/SI are used for scoring hazardous waste sites. Using the Hazard Ranking System (HRS), EPA must score hazardous waste sites by their potential to affect human health, welfare, and the environment. The HRS is a means of applying uniform technical judgment regarding the potential hazards presented by a facility relative to other facilities. It does not address the feasibility, desirability or degree of cleanup. Hazardous waste sites receiving the highest scores (i.e., having the highest potential for affecting human health, welfare, and the environment) are put on the NPL (40 CFR 300, appendix B). At the current time, a site is proposed for the NPL if the site score is 28.5 or higher. Sites on the NPL will receive the highest priority within the DERA Management Guidance of this chapter.

(i) Remedial Investigation/Feasibility Study (RI/FS). Sites identified in the PA/SI as potential threats to human health or the environment receive a comprehensive investigation called an RI/FS. Any RI/FS prepared by a DLA activity will be consistent with the EPA's Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA. Under the RI/FS process, all contaminants and their migration pathways are defined, potential risks to public health and the environment are assessed, and a comprehensive, quantitative risk assessment is carried out. The RI serves as the mechanism for collecting data for site and waste characterization to evaluate the performance and cost of the treatment technologies and support the

design of selected remedies. The FS serves as the mechanism for the development, screening, and detailed evaluation of potential remedial alternatives. The purpose is to evaluate the threat to public health before remedial actions, to develop cleanup performance goals, and to compare the health risks of the cleanup alternatives. Although many criteria are to be used in selecting remedial actions, protection of public health and the environment is paramount (CERCLA 121 (d)). DLA PLFAs will conduct an RI/FS at both NPL sites and non-NPL sites in accordance with EPA guidelines. CERCLA requires an RI/FS be commenced within 6 months of a site being listed on the NPL. The RI/FS is considered to be commenced when a notice is provided to the appropriate regional EPA office that a contract to conduct the RI/FS has been awarded. RI/FSs at non-NPL sites will be accomplished as expeditiously as possible in accordance with DoD priorities.

(j) Elements of the RI. The RI is the mechanism for collecting data to characterize site conditions, determine the nature of the waste, and assess the risk to human health and the environment. The RI and the FS are conducted concurrently and data collected in the RI influences the development of remedial alternatives in the FS. Upon initiation of the RI, it is appropriate for the PLFA project manager to establish a Technical Review Committee as discussed in subparagraph a(2)(q) below, and an Administrative Record as discussed in subparagraph a(2)(o) below. The primary elements of

the RI are Scoping and Site Characterization. The following is an outline of the scoping process:

### **SCOPING**

Purposes	Describe type and content of studies needed to undertake response actions Determine need for removal actions Determine appropriate response mechanisms and authorities Identify preliminary RI/FS study area Set priorities for implementation of removal actions, operable units and RI/FS phases
End Points	Site characterization Development of alternatives Removal actions Operable units
Tasks	Prepare Work Plan, Prepare Sampling and Analysis Plan, Prepare Health and Safety Plan, Prepare Community Relations Plan, Determine preliminary ARARs, Begin to formulate likely remedial alternatives
Documentation	Work Plan Sampling and Analysis Plans, Health and Safety Plan, Community Relations Plan, Statement of Work for RI/FS phases
Project Manager	Establish local information repository and administrative record Establish Technical Review Committee Request preliminary state ARARs

The following is an outline of the Site Characterization process:

### **SITE CHARACTERIZATION**

Purposes	Determine extent of threat to human health or the environment. Provide basis for determining types of response actions to be considered
End Points	Additional field investigations, Development of alternatives (may be concurrent)
Tasks	Implement Sampling and Analysis Plan Redefine RI/FS study area Review ARARs Initiate baseline public health evaluation Scoring for Defense Prioritization System

(k) Elements of the FS. The FS is the detailed evaluation of alternative remedial actions. mechanism for the development, screening, and Key elements of the FS are the Development of Al-

ternatives, Screening of Alternatives, and the Detailed Analysis of Alternatives. Field investigation to obtain further site characterization data may

also occur during this process. The following is an outline of Development of Alternatives:

#### **DEVELOP ALTERNATIVES**

Purposes	Determine need for remedial action including the use of operable units
	Identify potential remedial action alternatives
End Points	Screen alternatives
Tasks	Identify potential treatment technologies
	Evaluate technologies
	Assemble suitable technologies into alternative remedial actions

The following is an outline of Screening of Alternatives:

#### **SCREEN ALTERNATIVES**

Purpose	Narrow list of potential remedial alternatives for detailed analysis
End Points	Field investigations
	Detailed analysis of alternatives
Tasks	Screen alternatives for: • Effectiveness • Implementability • Cost
Project Manager	Notify state of final alternatives for actionspecific ARARs

The following is an outline of Detailed Analysis of Alternatives:

#### **DETAILED ANALYSIS OF ALTERNATIVES**

Purposes	Evaluate alternatives for effectiveness, implementability, and cost
	Compare alternatives
	Solicit public and Federal and state regulatory agency comment
<del>End</del> Point	Selection of remedy
Tasks	Performance, reliability, implementability and safety evaluation
	Institutional requirements evaluation
	Public health evaluation
	Cost analysis
	Formulate preferred alternative
	Implement community relations requirements for draft Feasibility Study



Documentation	Draft Feasibility Study
	Environmental assessment
	Notice of Draft Feasibility Study
	Brief analysis of proposed plan and alternatives
	Transcript of public meeting
	Response to comments
Project Manager	Request state to finalize identification of ARARs

(l) Health Assessments. The Agency for Toxic Substances and Disease Registry (ATSDR) must perform a health assessment for each facility proposed for the NPL. It is expected that ATSDR will do this using available information from IR studies and from site visits. To the maximum extent possible, ATSDR must complete a health assessment before the completion of the RI/FS. Installations should cooperate with ATSDR by providing requested information. The results of ATSDR's analysis should be used in the RI/FS as appropriate. ATSDR health assessments will be funded by DLA-WE with DERA funds.

(m) Record of Decision (ROD). A ROD must be prepared for both NPL and non-NPL sites to document the decision making process whenever a remedial action or no action alternative is selected. The activity will prepare a ROD in coordination with DLA-WE at the conclusion of an RI/FS. The Head of the Activity must carefully

review the proposed ROD and the administrative record. The PLFA must provide reasonable opportunity for public review and comment before adoption of any plan for remedial action. Any significant comments, criticisms, and new data submitted by the public should be responded to by the activity and be made available to the public before commencement of any remedial action. For NPL sites, the ROD is forwarded to the EPA region for concurrence. If no agreement can be reached on selection of a remedial action for NPL sites with EPA, then selection is by the EPA Administrator (CERCLA 120 (e)). As the lead agency for DLA activities under Executive Order 12580, DLA has final decision authority for non-NPL sites, as long as all "applicable, relevant and appropriate" Federal and state standards were taken into account. However, if state superfund laws exist, they must be complied with under CERCLA 120(a)(4). The following is a summary of the selection of the remedy:

SELECTION OF REMEDY	
Purpose	Select remedial action
End Points	No action
	Interagency Agreement (NPL sites)
	Remedial design
	Operable units
Task	Select remedial action
Documentation	Record of Decision including responses to comments
	Notice of ROD availability

(n) Remedial Design/Remedial Action. After the record of decision has been signed, remedial design and remedial action should be commenced. For NPL sites, Federal activities must commence "substantial continuous physical onsite remedial action" not later than 15months after com-

pletion of the RI/FS (CERCLA 120 (e)). This means actual full-scale drilling, excavation, or construction, not merely contract award or groundbreaking. Remedial actions should be completed as expeditiously as possible, whether at NPL or non-NPL sites.

(o) **Administrative Record.** Federal facilities must establish an administrative record for all IR sites. This forms the basis for the Head of the Activity to make a selection of a response action. The administrative record must be made available to the public at or near the facility at issue (CERCLA 113(k)). In any judicial action under CERCLA, a court will look at the administrative record to determine whether DLA's decision in selecting a response action was arbitrary or capricious.

Unless the objecting party can demonstrate, based on the record, that the decision was not based on an adequate record, was "arbitrary and capricious," or otherwise not in accordance with the law (CERCLA 113(j)), the decision will be upheld. DLA activities will establish and maintain the administrative record and send copies and updates to the state and EPA. Activities must ensure that the administrative record is available to the public. QA/QC'd raw data (e.g., results of QC runs, chromatograms, mass spectra) and chain of custody forms are part of the record and available to the public, but need not be in the same physical location as the record in the regional office or in the information repository at or near the site. Guidance documents and technical sources may be kept in a central compendium by the docket clerk. They need not be in each site-specific record. The index to the record should reference titles of relevant guidance documents and technical sources. The following are the type of records that should be included in an administrative record:

a. Documents for Removal Actions

- QA/QC'd raw data
- Removal Preliminary Assessment Report
- Site Investigation Report
- Any other factual data relating to reasons why a particular removal action at the site was selected
- Chain of custody forms
- Engineering evaluations
- Cost analysis documents
- Final data summary sheets of technical models used to evaluate the site
- ATSDR health assessment (draft versions not included)

- Memoranda on major site-specific policy and legal interpretations (e.g., offsite disposal availability, compliance with other environmental statutes, special coordination needs), (e.g., dioxin provisions for state participation)
  - Assumption of post-removal site control
  - Information from telephone logs relied on in selecting response
  - New technical information presented by PRPs during negotiations
  - Guidance documents and technical sources
  - Community Relations Plan
  - Public comments, if any
  - Responses to significant comments
  - Copies of any notices, including notices to PRP, states, Natural Resources Trustees, notices of availability of information
  - Documentation of meetings during which the public and PRPs present information upon which the Agency bases its decision on selection of a removal action (may be after-the-fact restatement of issues raised)
  - Administrative Orders
  - Consent decree(s), comments and responses to comments on the consent decree
  - Affidavits or other sworn statements of expert witnesses
  - Documentation of opportunity for consultation with the state on the scope of the removal action; comments from state, if any, and responses to substantive comments
  - Index of documents in the record
- b. Documents for Remedial Actions
- Preliminary Assessment Report
  - Site Investigation Report
  - Any relevant removal documents (if removal action completed or ongoing at site)
  - QA/QC'd raw data
  - Data summary sheets (usually part of the FS)

- Chain of custody forms
- Quality Assurance Program Plan (QAPP)
- Initial work plan and any amendments thereto
- RI/FS (final deliverable released for public comment)
- Any other factual data relating to reasons for selecting the remedial action at the site
- Memoranda on site-specific major policy and legal interpretations, (e.g., offsite disposal availability)
- Information from telephone logs relied on in selecting response
- Guidance documents and technical sources
- Community Relations Plan
- Proposed plan and brief analysis of plan
- Feasibility Study (final deliverable released for public comment)
- Endangerment Assessment or other public health assessment
- ATSDR Health Assessment (draft versions not included)
- Copies of any notices, including notices to PRPs, states, Natural Resources Trustees, notices of availability of information
- Public comments (including a late comments section)
- Documentation of meetings during which the public and PRPs present information upon which the Agency bases its decision on selection of a remedial action (may be after-the-fact restatement of issues raised)
- New technical information presented by PRPs during negotiations
- Documents relating to state involvement (e.g., ARAR determinations, opportunity to comment on screening of alternatives, **FS**, proposed plan, selected remedy)
- Responses to substantive comments
- Transcript of required public meeting(s) on the proposed plan
- Record of Decision (ROD), including statement of basis and purpose of selected action; summary of alternatives considered; an explanation of why the preferred alternative was chosen; explanation of any statutory preferences under Section 121(b) of CERCLA not met; explanation of significant differences between the Proposed Plan and ROD
- Amendments to the ROD, information which caused decisions to be changed, comments and responses to those comments
- Relevant documents generated during a RCRA corrective action proceeding at the site, if applicable
- Interagency Agreements, comments and responses to comments
- Affidavits or other sworn statements of expert witnesses
- Index of documents in the record
- Consent decree(s), comments and responses to comments

(p) Retention of Records. CERCLA **103** (d) requires that any person who must provide notice of releases under Section **103** (c) of CERCLA must also retain records of the facility and any hazardous substance contained or deposited in the facility for 50 years after the Act was enacted (**2030**), or for **50** years after the record was established, whichever is later. The records must include information on the location, title, and condition of the facility and the identity, characteristics, quantity, origin, or condition (including containerization and previous treatment) of any hazardous substances contained or deposited on the facility. It is unlawful for anyone to destroy, mutilate, conceal, or falsify such records. EPA is authorized to promulgate rules and regulations with respect to the records that should be retained, but has not done so to date. Pending any future guidance, each installation should retain the appropriate records for at least the statutory time period or apply to EPA for appropriate waivers. Costs for maintaining these records will come from activity operating funds.

(q) Technical Review Committee. The Head of the Activity must establish a Technical Review Committee (TRC) to disseminate information on IR actions and proposed actions, whenever possible

and practical. The function of the TRC is to maintain a dialogue with concerned regulatory agencies, public interest groups and individuals, regarding the progress of the studies and ultimate cleanup. Invitations for participation should be sent to EPA, which is required to provide representation. Appropriate state and local agencies and appropriate public representatives of the community involved should also be invited (SARA 211). Generally, this will require that a technical review committee be formed at each activity with IR sites. Committee membership will facilitate aspects of the IR process, such as regulatory involvement and public participation.

(r) Community Relations Program. An active public information program will be implemented at the activity level for all IR sites and a formal written community relations plan will be prepared by each activity that has a site listed on the NPL. Community relations programs may also be established as considered necessary at non-NPL sites where community interest is anticipated. Programs will conform with community relation program guidance as published by EPA. The activity shall initiate and continue with the public information program throughout the life of the IRP at the activity. DLA-WE will be kept informed of all public affairs actions taken by the activity.

c. Defense Environmental Restoration Account (DERA) Management Guidance. DLA competes with the Services for available DERA funds on an annual basis. DLA receives its share based on identified funding requirements and a determination of priorities by DoD. The DLA Office of Installation Services and Environmental Protection, DLA-W, serves as Executive Program Manager for the DERP and will review all requests for DERA funds from DLA PLFAs and PSEs to determine whether the projects are eligible for DERA funding.

(1) Background. The Defense Environmental Restoration Program (DERP) provides centralized management for the cleanup of DoD hazardous waste sites consistent with the provisions of CERCLA/SARA and the NCP and Executive Order 12580. The goals of the DERP are stated in 10 USC 2701 and consist of the following:

(a) The identification, investigation, research and development, and cleanup of contamination from hazardous substances, pollutants and contaminants.

(b) Correction of other environmental damage (such as detection or disposal of unex-

ploded ordnance) which creates an imminent and substantial endangerment to the public health or welfare or to the environment.

(c) Demolition and removal of unsafe buildings and structures, including buildings and structures of the DoD at sites formerly used by or under the jurisdiction of the Secretary of Defense.

(2) Executive Program Manager. DLA-W serves as the DLA Executive Program Manager for the DERP. Responsibilities include:

(a) Develop implementing instructions and management guidance for the DERP consistent with DoD policy. Monitor execution of the program.

(b) Prepare, submit, defend, and monitor execution of the budget consistent with OSD guidance and Defense appropriation language.

(c) Consult with DLA PLFAs regarding selection of preferred alternatives for remedial action at sites and execution of records of decision and comparable documents.

(d) Conduct studies and take action to prevent long-range environmental problems for which restoration would be required. This shall include, but not be limited to, waste reduction/minimization initiatives, and research, development and demonstration (RD&D) efforts with respect to hazardous waste.

(e) Identify funding requirements in each DERP subelement and make determinations regarding their eligibility consistent with OSD policy guidance.

(f) Ensure coordination of program activities with the EPA and state agencies.

(g) Ensure that actions necessary to protect human health and the environment are taken prior to property transfer from the **U.S.** to any other person or entity in accordance with CERCLA, Section 120(h).

(h) Delegate functional authority to execute the DERP consistent with DoD guidance and this manual.

(3) Program Subelements and Priorities. The DERP is comprised of three prioritized subelements: Installation Restoration (IR), Other Hazardous Waste Operations (OHW) and Building Demolition and Debris Removal (BD/DR). All DERP requirements are assigned to a subelement (IR, **OHW**, BD/DR) and priority ranking category (A, **B**, etc.), and within each category are ranked in descending order of precedence. These are further described below. Each subelement has separate priority

categories and is funded independently. DLA-W will adhere to these priorities to the maximum extent possible when selecting requirements for funding.

(4) DERA Priorities. The following priorities are established for IRP activities. In general, Priority A work should be funded before Priority B and C work. DLA-W will review annual workplans and develop a proposed budget which includes a mix of activities among the three priority levels, since some Priority B and C work must be funded.

#### IRP Priority A

- o Removal actions upon discovery of an imminent threat due to hazardous or toxic substances or unexploded ordnance (**UXO**);
- o Interim actions and stabilization measures taken to prevent site deterioration and achieve life cycle cost savings;
- o Remedial Investigations/Feasibility Studies (RI/FS) at sites listed or proposed for listing on the National Priorities List and Remedial Designs/Remedial Actions (RD/RA) necessary to comply with CERCLA.

#### IRP Priority B

Other RI/FS and RD/RA work. (Includes response actions at solid waste management units which meet the definition of past disposal sites under CERCLA/SARA.)

#### IRP Priority C

Pre-remedial work for discovery and notification programs; inventory programs; nonsite specific work, such as program management, RD&D of innovative and cost effective cleanup technology.

(5) Other Hazardous Waste Programs. This sub-element provides funds for hazardous waste reduction equipment, process changes, and other hazardous waste minimization initiatives; for RD&D of hazardous waste minimization technology, including UXO detection and range clearance; and for other one-time environmental restoration expenses related to the cleanup of contamination from hazardous substances. Operation and maintenance costs properly chargeable to base operations support are excluded. Environmental restoration program funds for implementing DoDD 4210.15, Hazardous Material Pollution Prevention, will be eventually phased out because of the integration of hazardous

material management into DoD mission programs. Office of Management and Budget Circular A-106 forms shall be used to identify funding requirements.

#### OHW Priority A

- o Procurement of equipment and conduct of studies for hazardous waste minimization that have broad DLA-wide applicability or substantially reduce waste within DLA; including data collection, training and technology transfer efforts in support of hazardous waste minimization.
- o Studies and support for toxicological data collection and methodology on risk exposure of hazardous waste generated by the DoD.

#### OWW Priority B

RD&D of hazardous waste management, treatment or disposal methods; including hazardous waste minimization (10 USC 2702).

#### OWW Priority C

DoD support to the Agency for Toxic Substances and Disease Registry for toxicological profiles for unregulated hazardous substances commonly found on DoD installations and DoD support to EPA for health advisories concerning drinking water contaminants, beyond that required by statute.

#### OWW Priority D

RD&D of UXO detection and range clearance technology.

#### OHW Priority E

Other OHW requirements not classified by the above categories.

(6) Building Demolition/Debris Removal Program. Includes demolition and removal of unsafe buildings or structures at current installations and at formerly-owned or used properties. This is the lowest priority for DERA funds.

(7) Defense Priority Model (DPM) and Defense Priority System (DPS). During FY 1989, DoD made improvements to the DPM based on comments received from regulatory agencies. The DPM will be used by DoD to assess the relative risk to human health and the environment of sites which are ready for Remedial Design/Remedial Action (RD/RA)

under the IRP. PLFAs shall score all sites for which RD/RA (including interim actions taken during or post-RI/FS) could be executed during the upcoming fiscal year using the procedures described in "Defense Priority Model User's Manual." Prior to the start of each fiscal year, PLFAs should develop and provide to DLA-WE a list of executable RD/RA projects based on DPM site scores. The list should include the cost (for that fiscal year) for each project, and proposed amounts to be funded/unfunded under target funding levels. Lists will be reviewed by ODASD(E) and funding priorities will be determined jointly by the DASD(E) and Executive Program Managers.

(8) Military Construction (MILCON). Hazardous waste cleanup projects which, because of the type of work involved, are classified as military construction should be programmed and budgeted for in the normal military construction account. In those cases where use of normal military construction procedures will result in a substantial danger to public health, welfare or the environment, the project may be proposed for funding in DERP. These written requests should be submitted to DLA-W and be accompanied by:

The justification for and current estimate of the cost of the project.

The justification for carrying out that project under the DERP.

These requests will be made only for current year DERP funding, since the budget year funding should be accommodated in the normal military construction budget process.

(9) Compliance with the National Environmental Policy Act (NEPA). Unless special circumstances exist, DLA activities which are providing public notices and obtaining public comment on proposals in accordance with a community relations program need not also prepare environmental assessments or environmental impact statements of such proposals as set forth in DLAR 1000.22, Environmental Considerations in DLA Actions in the United States.

(10) Activities Eligible for DERP

(a) Installation Restoration Program:

(1) Investigations to identify, confirm and determine the risk to human health and the environment; feasibility studies; remedial action plans and designs; and removal or remedial actions.

(2) Research, development, and technology demonstrations necessary to conduct cleanups.

(3) Expenses associated with cooperative multiparty cleanup plans and activities.

(4) Remedial actions to protect or restore natural resources damaged by contamination from past hazardous waste disposal activities.

(5) Cleanup of low-level radioactive waste sites which have been identified as IRP sites.

(6) Management expenses associated with the IRP, including civilian salaries and training.

(7) Operation and maintenance costs for the first 10 years of operation of remedial systems and monitoring systems.

(8) Immediate actions necessary to address health and safety concerns, such as providing alternative water supplies or treatment of contaminated drinking water, when the hazard results from a release from DoD property.

(9) Studies to locate underground tanks not used since January 1984 and activities to determine actual or potential contamination.

(10) Cleanup of contamination believed to be harming human health or the environment resulting from tanks not used since January 1984, unless such cleanup is incidental to tank replacement.

(11) Cleanup of contamination believed to be harming human health or the environment resulting from tank leaks which occurred prior to 1 March 1986, unless the cleanup is incidental to tank replacement. Components must have evidence that tanks were leaking prior to 1 March 1986.

Note: Beginning in FY 92, components should program cleanups for currently operating tanks in other appropriations.

(12) CERCLA response actions necessary prior to base closure, realignment, or excess of real property assets.

(13) Response actions at solid waste-management units which would meet the definition of a past disposal site under CERCLA/SARA.

(14) Studies and support for RD&D of innovative and cost effective technologies for cleanup of hazardous waste sites, for DoD-unique wastes or other techniques widely applicable to DoD.

(15) Response actions at third party sites where DoD is in receipt of a Potentially Responsible Party (PRP) letter.

(16) State support services provided in accordance with a signed Interagency Agreement or a

Cooperative Agreement under a DoD/State Memorandum of Agreement (DSMOA).

(11) Other Hazardous Waste Operations:

(a) Procurement of equipment and conduct of studies to minimize hazardous waste generation that have broad DLA-wide applicability or substantially reduce wastes at a single PLFA.

(b) Data collection, training, and 'technology transfer efforts which support waste minimization'.

(c) Research, development, studies, and technology demonstrations related to hazardous waste minimization, recycling, treatment or disposal needs.

(d) Studies and support for toxicological data collection and methodology on risk of exposure to hazardous wastes.

(e) Studies and support for commonly found unregulated hazardous substances by HHS (ATSDR) and for DoD Health Advisories by the EPA.

(12) Building Demolition and Debris Removal:

(a) The demolition of buildings or the removal of debris which constitute a safety hazard on lands formerly used by the DoD, provided such lands were transferred to state or local governments or native corporations.

(b) The demolition of buildings or the removal of debris which constitute a safety hazard on active installations.

(c) Expenses incident to complete restoration, such as restoration of natural resources, are included if such expenses are clearly and directly related to the demolition and debris removal.

g. Activities Not Eligible for DERP

(1) Closing or capping sanitary landfills unrelated to a hazardous waste cleanup action.

(2) RCRA closures which are associated with current waste generation and disposal facilities do not meet the definition of a response action under CERCLA/SARA.

(3) Construction of hazardous waste storage, transfer, treatment or disposal facilities, except when part of a CERCLA/SARA response action.

(4) Demolition or debris removal as part of a new construction project.

(5) Testing or repair of active underground tanks.

(6) Costs of replacing leaking underground tanks.

(7) Cleanup of contamination believed to be harming health or the environment resulting from underground tanks in use after January 1984, unless there is evidence that contamination occurred prior to 1 March 1986.

(8) Costs of testing, storing, disposing or replacing PCB transformers.

(9) Costs of asbestos surveys, containment, removal or disposal, except where incidental to a DERP response action.

(10) Costs of recurring service contracts for waste reduction/ minimization.

(11) Costs of spill prevention and containment measures for currently operating equipment and facilities.

(12) Cleanup costs of spills covered or required to be covered by spill prevention, containment and countermeasures (SPCC) plans.

(13) Costs of operation, maintenance or repair to hazardous waste treatment, storage, or disposal facilities which are currently in use.

(14) Costs of hazardous waste disposal operations, including associated management and operational costs, except when part of a DERP response action.

(15) Overseas Environmental Restoration activities.

(16) State support services prior to 17 October 1986, past state costs not reasonably documented, and state services in support of non-Environmental Restoration Program funded cleanup activities.

## CHAPTER 10

### POLLUTION ABATEMENT PROJECT REPORT

**10-1. PURPOSE.** This chapter provides instructions on the preparation and submission of the Federal Agency Pollution Abatement Project Report.

**10-2. BACKGROUND.** The Federal Agency Pollution Abatement Project (A-106) Report, also referred to as the Federal Agency Pollution Abatement Plan, is the basic reporting mechanism used by the EPA to monitor the progress of Federal agencies in completing construction projects and other contractual projects which are undertaken to achieve compliance with environmental requirements. Data is submitted to EPA Headquarters and distributed to EPA regional offices where it is reviewed by Federal Facility Coordinators and others who monitor Federal compliance progress. The report is also used to fulfill the requirement in EO 12088, Federal Compliance with Pollution Control Standards, that each agency submit an annual Pollution Control Plan. Finally, the report is used within DLA to monitor compliance progress and to develop budget estimates.

#### 10-3. POLICY

a. All construction projects, expenditures, or other types of contractual efforts which are either undertaken or planned for the purpose of protecting environmental resources or complying with environmental standards will be reported under the A-106 Report.

b. DLA activities will submit other environmental data or reports to regulatory agencies in accordance with the requirements of environmental permits, compliance orders, or other regulations.

**10-4. RESPONSIBILITIES.** The Heads of DLA-managed activities will:

a. Identify and prioritize projects and other expenditures needed to comply with environmental standards.

b. Ensure that real property maintenance managers are provided the prioritized list of environmental projects.

c. Request sufficient funds to comply with environmental standards.

d. ~~Submit the A-106~~ Report for all environmental projects in accordance with procedures set forth in paragraph 10-5, Procedures.

#### 10-5. PROCEDURES

a. Federal Agency Pollution Abatement Plan:

(1) General Guidance. All DLA activities which have overall responsibility for funding pollution abatement projects will report these projects semiannually. Reports will be submitted to DLA-WE on 15 November and 15 April of each year. Reports may be submitted either on hard copy or computer disk. In either event, the report will provide the current status of each PLFA pollution abatement project in the data base. If a hard copy report is to be made, all corrections and updates will be made to the report in red ink. Any projects not previously identified will be reported using EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report. Instructions for using this form will follow in section (3) below. This report carries Report Control Symbol DD-P&L (SA) 1383.

(2) Special Guidance:

(a) The report is a complete 5-year plan for pollution abatement and will include all projects expected to be placed in the program during that timeframe.

(b) All active projects must have funds indicated in a particular fiscal year even if the project is still in a proposal phase.

(c) Carefully review projects to determine whether or not they are still active or have been completed or discontinued. For projects that have been deleted or discontinued, provide an explanation as to why the project is no longer needed.

(d) Projects should be initiated for preliminary assessments, confirmatory studies, and remedial actions (as appropriate), for all sites reported under CERCLA 103(c) which have not already been completed. Settlements or other expenditures for response actions at third party CERCLA or Potentially Responsible Party (PRP) actions



should also be reported. Projects should be initiated for RCRA studies related to hazardous waste conforming storage, groundwater monitoring, "Part B" applications and other actions required by RCRA. Also, reports should be submitted for all projects involving contractor preparation of environmental documents (e.g., NEPA documents).

(e) There are separate codes for RCRA and CERCLA projects. RCRA projects (Subtitle C) are identified as **SW** (Solid Waste) with pollutant category **HAZD**. Nonhazardous solid waste projects (Subtitle D) have a pollutant category **SUBB**. Groundwater projects related to these areas should reflect the **SW** media rather than the

**W** (Water) media designation. CERCLA projects should be indicated using the **SF** media designation.

(f) The pollutant category **POTW** is used to identify nonindustrial waste sewage treatment plants (STP). Although according to EPA policy **no** Federally-owned STP is considered to be a POTW, the code is used **to** mean "POTW like."

(g) Nonpoint source projects may be identified and reported using the media **WATER** and pollutant category **NPS** (Nonpoint Source).

(h) Ensure that the Agency project number is unique. If it already exists in the active or inactive file, it cannot be entered into the system.

(3) Guidance for Preparing EPA Form 3500-7:

## DATA ELEMENT

## DEFINITION/INSTRUCTIONS

### FACILITY INFORMATION

Federal Facilities Identification Number (FFID)

State Code

The two-character Federal Information Processing standards (FIPS) alphabetic state code as found in Table 1. Enter **"XX"** for facilities located in foreign countries.

Agency

Code for the agency or bureau responsible for the facility. The DLA code is 9715 for this field.

GSA Installation Number

The five-digit installation number assigned by GSA to the facility. Valid DLA numbers are given below:

DDTC	06827
BESC	24357
DCSC	39225
DPSC	42665
DDMT	20570
DDOU	20922
DGSC	20751
DIPEF	20570
DFSPs	
CASCO BAY	95238
CHARLESTON	24432
CINCINNATI	24328
ESCANABA	28834
ESTERO BAY	24288
GRAND FORKS	28807
LYNN HAVEN	23420
MELVILLE	24790
MUKILTEO	24352
NEWINGTON	24847
NORWALK	24360

DATA ELEMENTDEFINITION INSTRUCTIONS

OZOL	<b>95236</b>
SAN PEDRO	<b>90028</b>
SEARSPORT	<b>24324</b>
TAMPA	<b>90003</b>
VERONA	<b>24438</b>

Note: For foreign facilities or third-party sites without GSA installation numbers, enter a five-digit sequence which uniquely identifies a facility to DLA.

EPA Region

Two-digit numeric code (1-11) for the EPA Region responsible for the facility. Region code "11" is used for foreign facilities not directly accountable to an EPA Regional Office. Valid codes are contained in Table 1.

Country

The National Bureau of Standards three-digit abbreviation for the country in which the facility is located. Valid abbreviations are found in Table 2.

New Facility

Mark "YES" if the facility is new to the Federal Facilities Information System (FFIS). A facility is "new" if there are no existing active or inactive projects on the system for the facility. If the facility exists on the FFIS, entry of the remaining facility information data elements is suggested for verification purposes.

Installation Name

The name of the installation, as given in the FFID section above.

Street Address

Enter the mailing street address on which the facility is located; up to 30 characters.

City Name

Enter the name of the city, if applicable in which the facility is located; up to 24 characters.

Zip Code

Enter five-digit zip code, nine-digit optional.

Ownership Type

Type of facility owner. This data element is used in conjunction with other facility data elements to establish the EPA-ID key for interface with the Facility Index System. Valid codes include:

GOGO - Fed Owned, Fed Operated  
GOCO - Fed Owned/Contractor Operated

BASIC PROJECT INFORMATION

Agency Project Number

A unique installation assigned ID number for each pollution abatement project at a specific facility; up to 10 characters.

Multiple Locations

Mark "YES" for pollution abatement projects which have a nationwide impact and are centrally funded.

Statutory Authority

**CONUS**

ATOM	ATOMIC ENERGY ACT
CAA	CLEAN AIR ACT
CWA	CLEAN WATER ACT
ESA	ENDANGERED SPECIES ACT
FFRA	FED INSECTICIDE FUNGICIDE RODENTICIBE ACT
HPA	HISTORIC PRESERVATION ACT
NATR	NATURAL RESOURCES
NCA	NOISE CONTROL ACT
NEPA	NATIONAL ENVIRONMENTAL POLICY ACT
MULT	MULTI-MEDIA (PROJECTS W/ MORE THAN 1 MEDIA)
RCRA	RESOURCE CONSERVATION RECOVERY ACT
SDWA	SAFE DRINKING WATER ACT
SFND	CERCLA/SUPERFUND
TSCA	TOXIC SUBSTANCES CONTROL ACT

**OCONUS**

ATOM	NUCLEAR RELATED PROJECTS
CAA	AIR PROGRAM PROJECTS
CWA	WATER PROGRAM PROJECTS
ESA	ENDANGERED SPECIES PROJECTS
FFRA	PESTICIDE PROGRAM PROJECTS
WPA	HISTORIC PRESERVATION PROJECTS
MULT	MULT-MEDIA (PROJECTS W/MORE THAN 1 MEDIA)
NATR	NATURAL RESOURCES
NCA	NOISE CONTROL PROJECTS
NEPA	ENVIRONMENTAL REVIEWS/ ENVIRONMENTAL STUDIES
RCRA	SOLID AND HAZARDOUS WASTE RELATED PROJECTS
SDWA	DRINKING WATER PROJECTS
TSCA	TOXIC SUBSTANCES PROJECTS

POLLUTANT CATEGORY LISTS  
FOR LAWS AND REGULATIONS

CAA (National Ambient Air  
 Quality Standards)

NAQP	Point Source Control
SIPS	State Implementation Plan Requirements
PRMT	Permits (fees & application prep & mod costs)
NEMP	National Emission Standards for Haz Pollutants (list pollutants, e.g. lead, beryllium, etc.)
CTAP	Control of Toxic Air Pollutants
CVOC	Control of Volatile Organic Compounds (VOC's)
ASBS	Asbestos
RADN	Radon
TRNG	Training

CWA

PSCS	Point Source Control (Sect <b>402</b> )
PRMT	Permits (fees & application prep & mod costs)
PTQR	Pre-Treatment
TWPS	Toxic Water Pollutants (Sect <b>304</b> )
ESTU	Estuaries
WWTR	Waste Water Treatment
SPCC	Spill Prevention, Control, & Counter-measures Plans
SWPS	Storm Water Point Source
WLND	Wetlands (Sect <b>404</b> )
NPTS	Non-Point Source
TRNG	Training

TSCA

PCBS	Storage & Disposal of PCBs
TRNG	Training

FFRA

PSAD	Pesticide Storage, Application, and Disposal
TRNG	Training

RCRA

HAZD	Haz Waste Treatment, Storage, and Disposal (Subtitle C)
DISP	Hazardous Waste Disposal Costs
GENR	Generator Requirements
PRMT	Permit Application/Modification
TRAN	Transportation Requirements
CPLM	Closure Plans (Sect 6008)

	GWMI	Groundwater Monitoring Installation
	USTS	Underground Storage Tanks (Subtitle I)
	CORA	Corrective Action (Sect 3004 U & V)
	SUBD	Landfills (Subtitle D)
	SWMP	Solid Waste Management Plans
	RCYP	Recycling Programs
	TRNG	Training
<u>SDWA</u>		
	PDWS	Primary Drinking Water Standards
	SDWS	Secondary Drinking Water Standards
	PBDW	Lead in Drinking Water
	SSAQ	Sole Source Aquifer
	WLHP	Wellhead Protection
	PRMT	Permits (fees & application prep & mod costs)
	TRNG	Training
<u>SFND</u>		
	RMVA	Removal Action
	PASI	Prelim Assess/Site Invest.
	LISI	Listing Site Invest.
	RINV	Remedial Invest.
	FEAS	Feasibility Study
	REMD	Remedial Design
	REMA	Remedial Action
	OPLM	Operating Units & Long-Term Monit.
	TRNG	Training
<u>NCA</u>		
	NPLN	Noise Control Planning
	NCON	Construction
	TRNG	Training
<u>NEPA</u>		
	EAIS	Preparation of EIS/EA on Specific Projects
	MITM	Mitigation Measures Required by ROD
	TRNG	Training
<u>ESA</u>		
	ENDG	Endangered Species Surveys
	MITM	Mitigation Measures
	TRNG	Training
<u>HPA</u>		
	ARCH	Archeological Surveys
	HIST	Historic Preservation Surveys
	MITM	Restoration Activities
	TRNG	Training

NATR

LNDM Land Management  
 FSTM Forestry Management  
 TRNG Training

MULT

PGMT Program Management  
 TRNG Training  
 PRVN Pollution Prevention/HAZMIN  
 AUDT Auditing  
 MXDW Mixed Wastes

ATOM

RADW Radioactive Wastes

Agency Funding Account

Identifies the particular fund which is financing the project. Valid codes are:

- 1 - MILCON
- 2 - O & M
- 3 - REVOLVING FUND (DFSC)
- 4 - DERA
- 5 - DEFENSE BUSINESS OPERATING FUND

Year Funding Required

Fiscal year in which funding must be received in order to meet the compliance schedule.

Project Name

A brief descriptive name identifying the pollution abatement project; up to 43 characters.

Project Contact Name

The name of the individual responsible for and knowledgeable about the status of the project at the facility.

Contact's Telephone Number

The commercial telephone number at which the contact individual may be reached.

Total Cost Estimate

Current total cost estimate in thousands of dollars of the entire project, includes one decimal position.

Environmental Project Assessment

Code to describe why the project has been requested. Refer to Table 3 for a detailed discussion of assessments. Valid codes are:

- HIGH - Project critical to Agency program and/or cleanup of local environment.
- MED - Project important to Agency program and/or cleanup of local environment.
- LOW - Project desirable for Agency program and/or cleanup of local environment.

## Compliance Status

All pollution abatement and prevention projects for Federal facilities are classified according to their Compliance Status. To provide a way to assess the relative importance of each project, a system for identifying compliance priorities via a hierarchy of three distinct classes and nine different compliance categories has been established.

**CLASS I** - Includes projects that are out of compliance, have been the subject to an enforcement action, or that involve a signed consent order or compliance agreement with EPA of a state government agency. EPA considers these projects to be of critical priority.

**CLASS II** - Includes those projects that must be dealt with in an agency's current planning cycle to meet a compliance deadline in the immediate future. If projects in this class are not programmed for funding during the current budget cycle, they may be out of compliance before needed money can be provided.

**CLASS III** - Includes other projects that the individual Federal agencies believe are important but are not related to an imminent compliance requirement. Projects that will prevent pollution through changes in technology, re-design, etc., are also included in this class.

In CLASS -I, there are three compliance categories:

- CMPA** - Projects required to meet the conditions of a signed Federal Facility Compliance Agreement or Consent Order.
- INOV** - Projects required to correct deficiencies found on inspections by a regulated authority or cited in a Notice of Violation or equivalent.
- ESDP** - Does not meet established standard and compliance deadline has passed.

In **CLASS II**, there are two compliance categories:

- ESDF** - Does not meet established standard and compliance deadline is in the future.
- PSDR** - Does not meet pending standard and compliance deadline is in the future.

In **CLASS III**, there are four compliance categories:

- ESRO** - Meets established standard but needs replacement due to obsolescence.
- ESRE** - Meets established standards but needs replacement due to need for expansion.
- ESDL** - Meets established standard but needs to demonstrate leadership.
- OTHR** - Other

Choose the four letter acronym which most accurately represents the facility's current compliance status.

#### PROJECT COST INFORMATION

Fiscal Year

Fiscal year to which the budgeted or funded amounts pertain.

Budgeted (\$1,000)

The cost requested during the fiscal year. Enter in thousands of dollars, including one decimal position.

Funded (\$1,000)

Amount of funds actually received during the fiscal year. Enter in thousands of dollars, including one decimal position.

Project Milestones

Dates in month/year format on which the following milestones are scheduled, or have been completed.

Design/Plan Completion

Identifies when the design or plan is scheduled to be completed.

Construction/Work Start

Identifies when construction or work on this project is scheduled to start.

Construction/Work Completion

Identifies when construction or work on this project is scheduled for completion.

Final Compliance Required

Identifies when final compliance must be attained to satisfy legal compliance schedule.



Progress Code

Describes which state of execution the project is in. Valid numeric codes are:

- 1** - Planning Phase
- 2** - Design Phase
- 3** - Construction Phase
- 4** - Work ongoing; nonconstruction
- 5** - Completed(to be archived)
- 6** - Discontinued (to be archived)
- 7** - Deferred (long range active)
- 8** - Other (explain in description )
- 9** - Continuous (annual recurring)

The codes for discontinued and completed will cause the project to be listed as inactive. All other codes are considered active.

Fiscal Year Completed

The fiscal year in which the project was completed.

Note: Progress Code should be  
**5 - Completed (CMPL)**

**PROJECT DESCRIPTION**

Project narrative of up to 500 characters must be used to fully describe the project. A description of the legal requirements, pollutants to be controlled by this project, and the controls to be purchased or installed should be identified in this narrative.

TABLE 10.1  
FIPS STATE CODES/EPA REGION CODES

STATE NAME	CODE	EPA REGION	STATE NAME	CODE	EPA REGION
ALABAMA	AL	4	MISSISSIPPI	MS	4
ALASKA	AK	10	MISSOURI	MO	7
AMERICAN SAMOA	AA	9	MONTANA	MT	8
ARIZONA	AZ	9	NEBRASKA	NE	7
ARKANSAS	AR	6	NEVADA	NV	9
ATLANTIC OFFSHORE	AT	2	NEW HAMPSHIRE	NH	1
CALIFORNIA	CA	9	NEW JERSEY	NJ	2
CANAL ZONE	CZ	9	NEW MEXICO	NM	6
COLORADO	CO	8	NEW YORK	NY	2
CONNECTICUT	CT	1	NORTH CAROLINA	NC	4
DELAWARE	DE	3	NORTH DAKOTA	ND	8
DISTRICT OF COLUMBIA	DC	3	OHIO	OM	5
FLORIDA	FL	4	OKLAHOMA	OK	6
GEORGIA	GA	4	OREGON	OR	10
GUAM	GU	9	PUERTO RICO	PR	2
HAWAII	HI	9	RHODE ISLAND	RI	1
IDAHO	ID	10	SOUTH CAROLINA	SC	4
ILLINOIS	IL	5	SOUTH DAKOTA	SD	8
INDIANA	IN	5	TENNESSEE	TN	4
IOWA	IA	7	TEXAS	TX	6
KANSAS	KS	7	TRUST TERRITORY	TT	9
KENTUCKY	KY	4	UTAH	UT	8
LOUISIANA	LA	6	VERMONT	VT	1
MAINE	ME	1	VIRGIN ISLANDS	VI	2
MARIANNA ISLANDS	CM	9	VIRGINIA	VA	3
MARYLAND	MD	3	WASHINGTON	WA	10
MASSACHUSETTS	MA	1	WEST VIRGINIA	WV	3
MICHIGAN	MI	5	WISCONSIN	WI	5
MIDWAY	MW	9	WYOMING	WY	8
MINNESOTA	MN	5	* FOREIGN FACILITIES	XX	11

TABLE 10. 2

## COUNTRY CODES NATIONAL BUREAU OF STANDARDS (5/85)

<u>ENTITY</u>	<u>CODE ALPHA-3</u>
AUSTRALIA	AUS
BERMUDA	BMU
CUBA	CUB
GERMANY	DEU
GREECE	GRC
GREENLAND	GRL
GUAM	GUM
ICELAND	ISL
ITALY	ITA
JAPAN	JPN
KOREA	KOR
PHILIPPINES	PHL
PORTUGAL	PRT
PUERTO RICO	PRI
SPAIN	SP
THAILAND	THA
TURKEY	TUR
UNITED STATES	USA

TABLE 10.3

## PROJECT ASSESSMENT DETERMINATION

1. **HIGH** - A project which is critical to the Agency's program at the facility and to the cleanup of the local environment in the budget year. There are few if any feasible alternatives to funding the project as proposed. Critical projects are those proposed for situations where:

(a) Immediate funding is essential to the achievement of compliance schedules mandated by applicable law and to avoid litigation

(b) Successful abatement of the pollution problem will significantly improve the environment

(c) Deferral of funding will measurably delay the Agency's abatement program and/or the total cleanup objectives in the area around the installation

(d) Feasible alternative solutions are not available and delays cannot be counterbalanced

(e) Immediate action is needed to avoid confrontations with the state or the public, which could take place in the courts

(f) Other undesirable occurrences may have negative effects on the Agency's environmental protection effort

2. **MEDIUM** - A project which is important but not critical to the Agency's program and to the cleanup of the local environment in the budget year. Feasible alternatives to the project (including an exemption) are available. Important projects are those proposed for situations where:

(a) Immediate funding is essential to the achievement of compliance schedules mandated by applicable law but litigation is not a factor

(b) Successful abatement of the pollution problem will improve the environment

(c) Feasible alternatives are available but require substantial justification

(d) Some action is needed to avoid confrontation with the state or the public

3. **LOW** - A project which is desirable but deferral will have little or no effect on the Agency's abatement program or the local environment in the **BUDGET** year.